

NAVSO P-3683A

NAVY AND MARINE CORPS PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP) MANUAL



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DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH, DEVELOPMENT AND ACQUISITION
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WASHINGTON DC 20350-1000

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MEMORANDUM FOR DISTRIBUTION

Subj: NAVY AND MARINE CORPS PRODUCT DATA REPORTING AND
EVALUATION PROGRAM (PDREP) MANUAL NAVSO P-3683A

Ref: (a) SECNAV Instruction 4855.3A

Encl: (1) Navy and Marine Corps Product Data Reporting and
Evaluation Program Manual P-3683A

1. PDREP is a Navy wide automated system for collecting quality data on material and products furnished by contractors. Reference (a) establishes the PDREP program as the primary Automated Information System for collecting and evaluating this data throughout the Navy and Marine Corps.

2. Enclosure (1) specifies procedures for Navy and Marine Corps activities to implement reference (a) and is effective upon receipt. Chapter 5 is new, and provides procedures for the Red/Yellow/Green Past Performance Program. The PDREP functional manager will coordinate all future changes to enclosure (1).

G. H. Jenkins, Jr.

RADM, SC, USN

Deputy for Acquisition and
Business Management

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FOREWORD

SECNAVINST 4855.3 (Series) establishes policy and assigns responsibilities for the Navy Product Data Reporting and Evaluation Program (PDREP). This manual provides detailed guidance for implementation. . This document will be revised, and updated by NAVSEA with the concurrence of NAVAIR, NAVSUP, SPAWAR, MARCORSYSCOM and SSP PDREP/RYG representatives. Recommendations for clarification or process changes should be forwarded along with questions, comments, or requests for copies to:

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This manual supercedes the following publications:

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Manual of 6 April 1998

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CHAPTER 1 - PROGRAM INTRODUCTION

1.1. PROGRAM DESCRIPTION. The Product Data Reporting and Evaluation Program (PDREP), is referenced by SECNAVINST 5000.2B as an automated system for obtaining product deficiency and quality information. PDREP provides on-line access to many different types of reports available to Navy users. This data is used in two ways: 1) to provide Contracting and Product Quality Assurance personnel with past performance information so that contractors' performance history is identified prior to source selection, and 2) to provide data to program managers, and other interested personnel, and proactively identify trends and reduce component failures. As such, PDREP is an effective tool in improving the quality of material delivered to the Navy.

1.2. PROGRAM OBJECTIVES. The goal of PDREP is to improve component quality and system readiness through the review of contractor's Quality and Past Performance Data, and to apply that data in the source selection process. PDREP provides a standardized database for quality information on new and newly reworked equipment to improve quality and reduce defects. The following objectives have been adopted to obtain this goal:

a. PDREP contains Quality and Past Performance history. This information is used to determine specific actions necessary to assure product quality before and after contract award. The PDREP:

(1) Provides data utilized by the Navy's Red/Yellow/Green (RYG) Program. RYG is a subset of the PDREP application, and provides contractor quality and delivery classifications, by commodity supplied, that are used in the source selection process.

(2) Provides a standardized database for collection and processing of Past Performance history on contractor performance by commodity provided via a Federal Supply Classification (FSC). The use of contractor quality historical data to assure product quality is an integral part of PDREP. This Contractor Evaluation System (CES), which contains a profile of each contractor's performance, is particularly useful to Navy product quality assurance and other technical personnel. Contractor quality history data is used to assure that contracts are not awarded to contractors with a previous history of providing products of an unsatisfactory quality, and to determine actions necessary before and after contract awards to assure product quality.

b. Provide information to the Health Care Acquisition Performance System (HCAPS). HCAPS is a separate application resident on the PDREP system, and provides medical contracts personnel information on the past performance of medical contracts. The use of HCAPS is covered by other directives.

c. Develop synergy between Navy databases to share quality and past performance data across product lines.

d. Produce reports to meet the customer's need. These reports can assist program managers, product quality assurance, and other technical personnel in taking appropriate action to preclude recurrence of problems and to take remedial actions resulting in savings or cost avoidance and improvement in Fleet readiness.

1.3. PROGRAM INITIATIVES. The PDREP program evaluates and incorporates data sources that provide meaningful information on the performance of Navy contractors. The current initiatives being developed/assessed for future use in PDREP are as follows:

- a. Prime Contractor partnerships. Navy Prime Contractors and PDREP share past performance data on subcontractors.
- b. DLA pre-award survey system data.
- c. DLA Contractor Performance Report (CPR) data.
- d. Contractor Performance Assessment Report System (CPARS) data.
- e. SALTS for transmission of data.
- f. Shipboard 3M data.

1.4 MANAGEMENT ORGANIZATION. Figure 1-1 shows the management structure for the PDREP program.

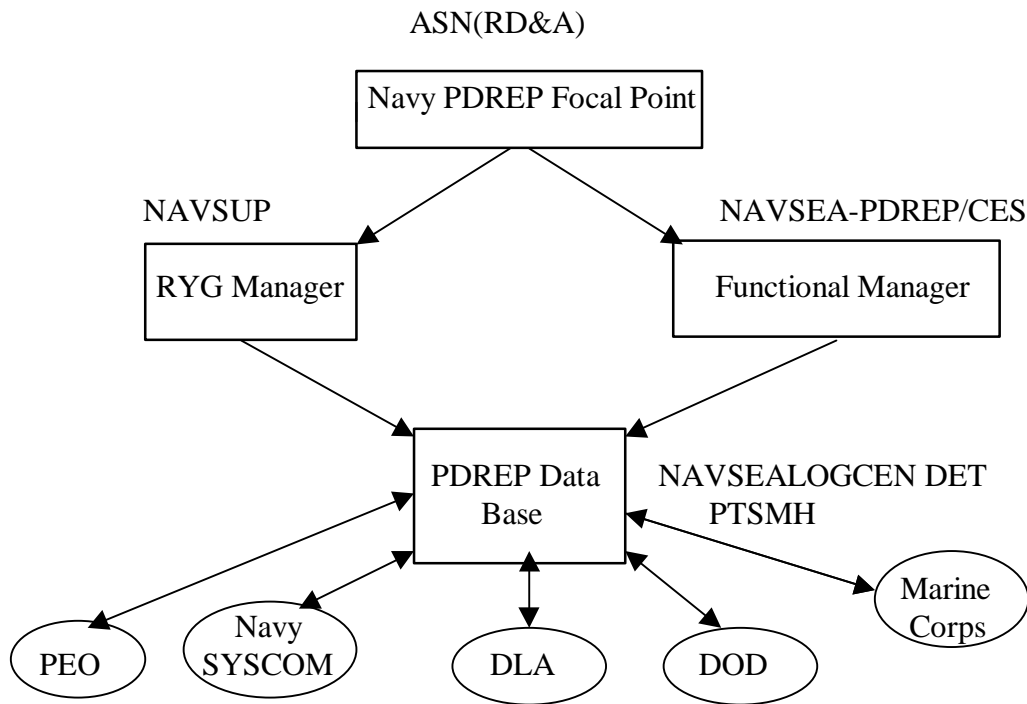


FIG 1-1. PDREP Program Structure

1.4.1. ASN (RD&A). The Assistant Secretary of the Navy for Research, Development and Acquisition is the designated SECNAV PDREP program authority.

1.4.2. NAVSEA 04. NAVSEA 04L1 is the PDREP functional manager.

1.4.3. NAVSUP. NAVSUP serves as the Red/Yellow/Green (RYG) Program Manager. As the RYG program manager, NAVSUP will provide requirements for program implementation and use. This includes issuing program policy, procedures, training, and guidelines.

1.4.4. NAVSEALOGCEN DET PTSMH . Naval Sea Logistics Center Detachment Portsmouth (NAVSEALOGCEN DET PTSMH) maintains the Navy PDREP database and makes past

performance and quality information available to Program Executive Officers, contracting officials, and other cognizant technical personnel. As the designated program administrator NAVSEALOGCEN DET PTSMH will:

- a. Provide guidance and training upon request by Navy activities to assure necessary program standardization and effective implementation.
- b. Prepare, maintain and distribute this document and provide guidance for its utilization.
- c. Act as the NAVSEA representative to assure overall coordination of the program with other Naval and Marine Corps Systems Commands.
- d. Perform functions that support the PDREP Functional Manager in implementing PDREP defined in SECNAVINST 4855.3A. Report on identified metrics that measure PDREP performance and identify trends and quality problem areas requiring special attention.

1.5. SYSCOM AND PROGRAM EXECUTIVE OFFICER REQUIREMENTS. (See SECNAV Instruction 4855.3A for detailed requirements.) Figure 1- 2 shows a flow diagram for PDREP.

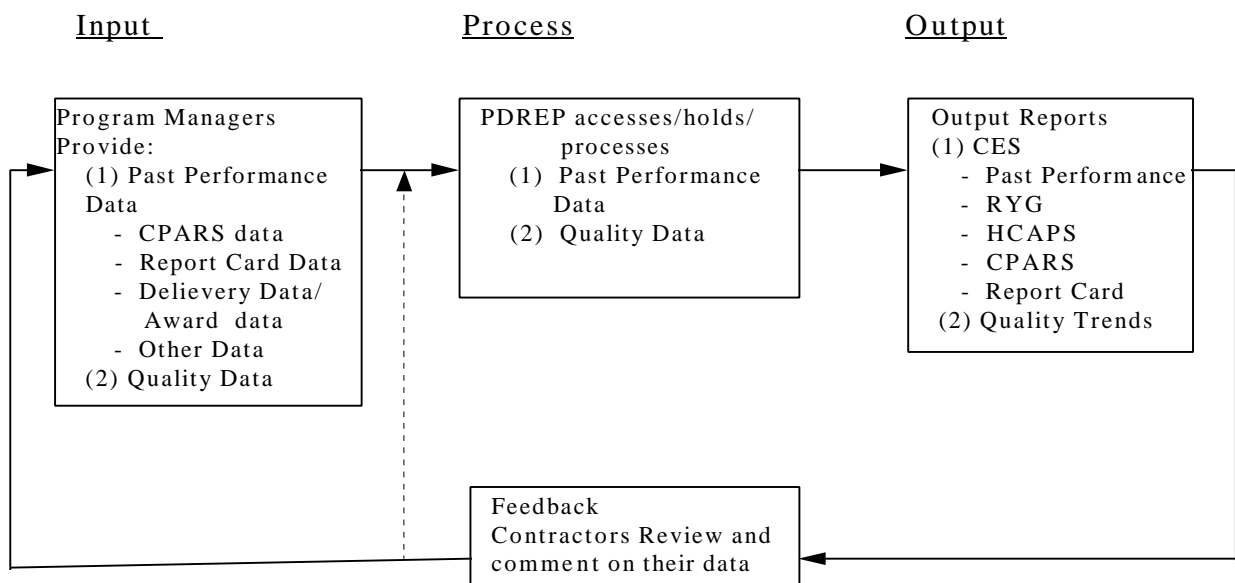


Fig 1-2 PDREP Flow Diagram

1.5.1. SYSCOMS (NAVAIR, NAVSEA, NAVSUP, SPAWAR, NAVFAC) and MARCOR. Commanders of the Naval System Commands and Marine Corps Systems Commands are required to ensure that their PDREP instructions are in accordance with SECNAV Instruction 4855.3A. and to appoint a SYSCOM PDREP Coordinator and identify the Coordinator annually to ASN(RD&A).

1.5.2. PROGRAM EXECUTIVE OFFICERS (PEOs) AND DIRECT REPORTING PROGRAM MANAGERS (DRPMs). PEOs and DRPMs will process past performance information, including product quality deficiency reports (PQDRs), and provide to the PDREP functional manager a list of contact points for Screening Points and Action Points.

1.5.3. COGNIZANT FIELD ACTIVITY (CFA). NAVAIR will designate NAVAIR PDREP Coordinators, or CFAs, to serve as Action Point when required.

1.5.4. IN-SERVICE ENGINEERING ACTIVITY (ISEA). NAVSEA will designate NAVSEA PDREP Coordinators, at each ISEA, to serve as Action Point when required.

1.6. PDREP INTERFACE--ACCESS TO THE SYSTEM

1.6.1. GENERAL. The PDREP database is presently on a Sun 5000 Ultra Enterprise database server with a Sun Solaris 2.5.1 operating system located at the Naval Sea Logistic Center Detachment Atlantic, Indian Head, MD

1.6.2. TERMINAL SET-UP. The minimum requirements currently needed in order to run the PDREP application are:

- MS-DOS 3.0 or above
- 80386 25 Mhz Processor or above (recommend 486)
- Minimum 20 MB Fixed Disk available
- Newnet/Internet Access or
- Dedicated Modem (9600 baud minimum) and Dedicated Phone Line
- Printer
- MICROSOFT Windows 3.1 or above
- Minimum 8 MB Memory (recommend 16 MB)
- VGA Monitor
- Mouse
- User ID and Password

1.6.3. DATABASE AVAILABILITY SCHEDULE. In the interest of maximizing the availability of the PDREP database to all users, the following timetable has been established:

- a. EASTERN TIME 0500 - 2300 PRIME TIME DEDICATED TO USERS
- b. EASTERN TIME 2300 - 0500 DATA SYSTEM BACKUP

When major planned database maintenance functions must be performed during PRIME TIME, at least 48 hours notice will be given. The only exception is emergency maintenance.

1.6.4. RECORD RETENTION. All PDREP records are accessible to authorized users for a period of ten years. These can be viewed or downloaded through standard and ad-hoc reports. Records older than ten years are archived and are retrievable by request to NSLC Det. Portsmouth. This utility within PDREP meets or exceeds the record retention requirements of SECNAVINST 5212.5D, Navy and Marine Corps Records Disposition Manual, for all quality assurance type records.

1.6.5. REQUESTING A USER-ID. Access to the PDREP database is limited to those with a need to know. There is no classified data on the database, but the data should be used with discretion and is considered "Business Sensitive". Once a potential user is authorized for PDREP access by

his/her organization, a letter should be sent to NAVSEALOGCEN DET PORTSMOUTH, NH (ATTN: ND731). The following data should be provided:

- a. Name, address, code, and phone number of potential user(s)
- b. Name and phone number of the Terminal Security Officer (TSO)
- c. Name and phone number of the ADP Security Officer (ADPSO)

A sample PDREP Access Request form follows and may be photocopied and submitted to NAVSEALOGCEN DET PTSMH. Once the request has been received and access established, a confirmation letter is then forwarded to the user. The whole process normally takes 1-2 weeks.

USER ACCESS REQUEST FORM

FOR NAVSEALOGCENDET PTSMH USE ONLY

The following information is required for access to systems maintained at NAVSEALOGCENDET PTSMH, Portsmouth, NH.

*** Fax completed forms to 603-431-9464 ***

System Name: _____

Forms may also be mailed to:

Naval Sea Logistics Center Detachment Portsmouth
80 Daniel Street, Suite 400, Portsmouth NH 03801-3884
Attention: ND734

Database Name: _____

User ID: _____

SECTION A

User Information (To be completed by the user requesting access)

Type of Request: ☐ NEW ☐ UPDATE ☐ DELETE ☐ RENEW Date: _____

Name: Last: _____ First: _____

MI: _____

Code: _____ DODAAC: _____

SYSCOM: ☐ NAVSEA ☐ NAVAIR ☐ SPAWAR ☐ NAVFAC ☐ NAVSUP
☐ MARINE ☐ OTHER ☐ DLA ☐ ARMY ☐ AIR FORCE

Activity Head Title: ☐ Commanding Officer ☐ Commander _____

Other _____

Activity/Company Name: _____

Office Address: _____

Phone Number: Comm.: _____ Ext.: _____ DSN: _____ Fax: _____

Internet Access Information

E-Mail Address: _____

I/P Address: _____

Network Manager Name or Technical POC: _____

Phone Number: *Comm.:* _____ *Ext.:* _____ *DSN:* _____

How do you get to the Internet (e.g., NAVSEA backbone, NEWNET, Commercial ISP, Other Network) ?

Non-Government Employee - Sponsor Information

Primary Government POC/Sponsor Name: _____

Sponsor Activity: _____

Phone Number: *Comm.:* _____ *Extension:* _____ *DSN:* _____

Contract Number: _____ Expiration Date: _____

SECTION B

Purpose of Access (To be completed by the user requesting access)

Identify the application you require access to:

- ☐ PDREP (Product Deficiency Reporting and Evaluation Program)
- ☐ RYG (Red/Yellow/Green) Program
- ☐ Level 1/Sub-Safe Verification Program
- ☐ HCAPS (Health Care Acquisition Performance System)

Additional Comments: _____

SECTION C

User Agreement (To be Agreed to and signed by the user requesting access)

As a user of NAVSEALOGCENDET PTSMH maintained systems, I agree to comply with the terms/restrictions as listed below:

1. If given a password, I will refrain from disclosing it.
2. I will not access the system under a false name or password.
3. I will not circumvent the security features designed into the system.
4. I will not attempt to access files for which I do not have access privileges.

5. I will treat all information examined or extracted as “business sensitive” or “company confidential”(Level II) data pertaining to the companies whose data is in the system.
6. I will not enter, retrieve, or process classified information.
7. I will not transmit or communicate Level II data obtained from the system to any person, contractor employee or government employee, who does not have a specific need for the information.
8. I will properly mark, safeguard, and destroy all printout and magnetic media according to regulations.
9. I will use the system for Official Government Business only.
10. I will notify NAVSEALOGCENDET PTSMH when I no longer need my account and advise regarding disposition or disposal of database, software packages, and functional accounts.
11. I will notify NAVSEALOGCENDET PTSMH in case of any security incident.
12. I consent to the monitoring of my data and processes by NAVSEALOGCENDET PTSMH personnel.
13. After termination, I agree not to retain any Level II or security data.
14. I will not program function keys or use other capabilities to provide an automatic logon from my device.

I have read and understand the above agreement policy and guidelines. I understand that if I or my User ID is suspect of misuse or abuse of computer facilities, that investigation and disciplinary action may be taken.

_____ <i>Print Name</i>	_____ <i>Signature</i>	_____ <i>Date</i>
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As the Supervisor/Sponsor of this user, I certify that they have the appropriate level of security clearance, the hardware they use to access the system(s) is accredited, and that I will enforce the above terms/restrictions.

_____ <i>Print Supervisor/Sponsor's Name</i>	_____ <i>Supervisor/Sponsor's Signature</i>	_____ <i>Date</i>
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CHAPTER 2 - PRODUCT QUALITY DEFICIENCY REPORTING

2.1. PURPOSE. This chapter establishes standardized procedures for implementing a Navy-wide Product Quality Deficiency Reporting (PQDR) program. It reflects the latest changes in the joint service regulations and describes reporting requirements for deficiencies in material, design and procurement specifications in Navy procured, managed, reworked, certified, or furnished material. It assigns basic responsibilities, identifies mandatory reporting requirements, specifies form, format and provides detailed instructions for completing and processing the requisite SF 368, Product Quality Deficiency Report (form, message, facsimile, E-Mail or Streamline Alternative Logistic Transmission Systems (SALTS)).

2.2. BACKGROUND. SECNAVINST 4855.3A establishes the Navy's unified Product Data Reporting and Evaluation Program (PDREP) which is designed to decrease material ownership costs, measure the effectiveness of the reporting system, initiate corrective action and evaluate contractor performance. The PQDR program is an integral part of PDREP and is designed to document and report unsatisfactory material, initiate corrective action to fix or replace deficient item, grant credit or compensation for item, and take preventive actions to preclude recurrence. The PQDR program also readily identifies recurring deficiency trends, identifies problems that may require deficient material purging actions, and permits activities to exchange product quality deficiency information.

2.3. SCOPE.

2.3.1. The PQDR program applies to all Naval activities. It is designed to be used for identifying and reporting deficiencies on contractor furnished material or services, government furnished/owned material, design specifications, and procurement documents that are the source of defective products being delivered to the Navy.

2.3.2. The provisions of the PQDR program apply to (but are not limited to) the following:

- a. New material procured or provided by a private contractor via a government contract or purchase order.
- b. Material manufactured, repaired, refurbished, overhauled or certified by a government activity and provided to a Naval activity.
- c. Material that has been repaired, refurbished or overhauled by a private contractor on a government contract or purchase order and provided to a naval user.
- d. Technical data which is provided or procured (including technical manuals and vendor provided material certifications) and found defective during receipt inspection, usage, maintenance, overhaul, or support of applicable equipment.
- e. New or refurbished material purchases made by other than the Integrated Material Manager (IMM), such as local purchases, Bankcard Purchases, and purchases made by the Acquisition Program Manager.

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2.3.3. The provisions of the PQDR program *do not* apply to the following:

- a. Receipt of incorrect material, shortages/overages and discrepancies in preservation, packing, marking which will be reported on SF Form 364 per SECNAVINST 4355.18.
- b. Reporting of Transportation discrepancies in shipment which will be reported on DD Form 361 per NAVSUPINST 4610.33 (NOTAL).
- c. Any unsatisfactory material conditions involving local base or station deliveries, locally purchased material that does not support ship systems and is for local use only (e.g., office supplies) will be reported per local directives.
- d. Any unsatisfactory material condition which is attributable to improper use or maintenance, or to normal use and failure within reasonable range of the life expectancy cycle of the item outside of the new or newly reworked time-frame and warranty period.
- e. Unsatisfactory material conditions detected during First Article, pre-production or research and developmental test and evaluation.
- f. Technical publication deficiencies such as printing, grammatical errors, omissions, problems concerning microfilm, Maintenance Requirement Cards (MRCs), Work Unit Code (WUC) manuals, or Maintenance Instruction Manuals (MIMs). This exclusion does not apply when Tech Pubs are furnished by a contractor as a contracted line item for acceptance and use (preliminary reviews are excluded).
- g. Reporting of deficiencies in Foreign Military Sales, Supply Support Arrangements and Grant Aid under the International Logistics Program after conveyance of title will be reported on SF-364 per SECNAVINST 4355.17 (NOTAL).
- h. Subsistence material deficiencies which are reported on DD Form 1608, Unsatisfactory Material Report (Subsistence) will be reported per NAVSUPINST 4355.2 (NOTAL).
- i. Medical material deficiencies which are reported on SF Form 380, Unsatisfactory Material Report (Medical) will be reported per BUMEDINST 6710.63 (NOTAL).
- j. Malfunctions (explosive incidents or accidents) involving ammunition and explosives which do not relate to material quality deficiencies. These will be reported per NAVSEAINST 8025.1 (NOTAL), AR 75-1 (NOTAL), OPNAVINST 4790.2 (NOTAL) and OPNAVINST 5102.1 (NOTAL). Product quality deficiencies which could result in an explosive incident or accident may require dual reporting.
- k. Nuclear weapons and directives concerning nuclear weapons. Reports concerning this class of material shall continue to be submitted per SWOP 5-8 and OPNAVINST 3100.6 (Special Incident Reporting Procedures).

l. Any unsatisfactory material condition involving Government Furnished Material for installation in nuclear reactor plants (and related technical data), as well as NSN 2S cognizant material with X1 Special Material Identification Code (SMIC) which is reportable in accordance with the latest revision of NAVSEAINST 9890.15 (NAVSHIPS-Controlled S-Cognizance Reactor Plant Components; Procedures for Stocking, Issuing, and Returning for Repair -- Promulgation of).

m. Materials procured by the U.S. Marine Corps and found to be defective shall be reported in accordance with MCO 4855.10B TM-4700-15/IG.

2.4. PQDR PROGRAM ACTIVITY RESPONSIBILITIES

2.4.1. ORIGINATING POINT

2.4.1.1. The Originating Point is the activity finding the product quality deficiency and reporting it. Each Activity will identify a PQDR program Point of Contact (POC) and will coordinate all activities associated with the PQDR process. The activity will assure that:

a. PQDR core elements specified in Para 2.5.2 (and any other optional data that is readily available) is reported to Screening Point within five work days from discovery. If originator knows that the discrepancy is Category I (see Para 2.7 definition), then it must be processed to screening point within one day. (Use Para 2.6 for determining the correct distribution Point.)

b. If material is not urgently needed to support schedule, then suspend it from issue and hold for exhibit for a minimum of 60 work days if feasible (unless otherwise directed by the Action Point) after the report is submitted to the Screening Point. The Action Point will request exhibit if needed and will provide material disposition action.

c. If the material is needed to support schedule and it can be repaired or accepted for use, then PQDR core element information shall be provided. If item is repaired, the repair actions taken should be specified in block 22.

d. When the defective material is repaired due to urgent need, all label plate information, identification markings, contract numbers, etc. shall be entered on the SF 368 to assist in identifying any material warranties that apply.

2.4.1.2. The originating point shall attach a DD Form 2332, Product Quality Deficiency Report Exhibit Tag, to the item being shipped for analysis and investigation. A copy of the PQDR and any other additional data that validates the reported deficiency should also be included with the exhibit. The outside of the package shall be clearly marked on one side "PQDR EXHIBIT/Report Control Number" and, if known when applicable, "Warranty Item". Mark two other sides of the outside of the package in bold letters "PQDR Exhibit".

2.4.1.3. The Originating Point should receive a copy of completed PQDRs from the Action Point.

2.4.2. SCREENING POINT

2.4.2.1. The Screening Point is responsible for determining the Action Point, establishing distribution, and transmitting the PQDR to the Action Point.

2.4.2.2. The Screening Point shall:

a. Review the PQDR for proper categorization, and completeness of core elements. Add any known information that might help the action point investigate deficiency and complete PQDR blocks 2b, 2c and 24a.

b. Forward Category II PQDRs to the appropriate Action Point within five work days. Category I PQDRs must be forwarded within one day after receipt of report.

c. Forward results of Action Point investigation to NAVSEALOGCEN Det. Portsmouth.

2.4.3. ACTION POINT

2.4.3.1. The Action Point is responsible for investigating deficiencies to determine deficiency cause responsibility (e.g., material quality, design or procurement specification problem and government or contractor liability, warranty applicability, and if corrective/preventive action is required). If a subsequent investigation determines a change in deficiency cause responsibility, the Action Point shall notify the Screening Point, the Originator and the PQDR Syscom Coordinator to correct existing data, as applicable. Action Points are authorized to transmit a deficiency report across component lines to a Support Point in accordance with SECNAVINST 4855.5.

2.4.3.2. The Action Point shall:

a. Gather information needed to complete core element PQDR blocks and verify assigned Category prior to release to Support Point.

b. Evaluate reported deficiency and provide disposition instructions for the deficient product.

c. Determine if a contract warranty applies and initiate any additional special actions that are required.

d. For Category II PQDRs determine the need for corrective/preventive action investigation by a Support Point (e.g. Contract Administration Office (CAO), Engineering Support Activity, In-Service Engineering Activity, Cognizant Field Activity and/or Procurement Contracting Officer). It should be noted that if Government Source Inspection (GSI) was not invoked, then the PQDR and cover letter will be sent directly to the manufacturer or supplier. The cover letter to the Support point or Contractor will request technical advice on what corrective/preventative actions are required to resolve the reported deficiency. A root cause failure analysis and investigation is required for all Category I PQDRs.

e. For Category II PQDRs evaluate if the exhibit is essential for the investigation. If the exhibit is required, it must be requested from the Originating Point within ten work days. Category I PQDR exhibits will be requested within five work days.

f. Determine if the same deficiency is currently under investigation or has been resolved because of a previous report. In such instances a new investigation need not normally be initiated. A copy of the additional PQDR may be forwarded to the responsible Support Point or contractor as appropriate for information purposes.

g. Determine if the report meets the criteria of a "repeat deficiency" as defined in paragraph 2.7 of this document. If the deficiency is a "repeat" it will be noted within the narrative and the failure of the effectiveness of earlier preventive action will be referenced by date and control number.

h. For Category I and II PQDRs establish a follow-up system to assure PQDRs are answered in a timely manner. For Category II PQDRs the first follow-up action will be taken if a PQDR response is not received within forty-five work days. Initiate a second follow-up action if no reply is received within thirty work days after the first follow-up. Category I PQDR follow-up action will be taken if a response is not received within thirty work days. Thirty days after the second follow-up for Category II and the first follow-up for Category I, the PQDRs may be closed as non-responsive unless needed for material disposition.

i. Evaluate the PQDR corrective and preventive action provided by Support Point. Support Point replies should include actions taken to correct deficiency, identification of underlying cause and actions taken to correct the root cause.

j. For Category II PQDRs send a copy of closed PQDR replies to the Originating Point and Screening Point within one hundred and eighty calendar days of receipt. Category I PQDR replies shall be sent within ninety calendar days .

k. Determine need and take action to send alert notifications or field bulletins when appropriate.

2.4.3.3. If the Action Point determines that a formal PQDR investigation is not required for either corrective or preventive action, then it may close the PQDR as "INFORMATION ONLY" by stating what action is being taken by the Action Point.

2.4.3.4. When the Action Point determines that multiple minor deficiencies indicate an adverse quality trend requiring preventive action, they will send the PQDR for "ACTION" to the responsible Support Point activity. Activities having data indicating adverse quality trends can request the Action Point to investigate and take appropriate action. The Action Point should provide periodic feedback reports to originating points indicating successful actions that have been taken to eliminate recurring deficiency trends.

2.4.3.5. The Action Point is responsible for final PQDR closure. The Action Point will review the results of the PQDR investigations and close the PQDR when a satisfactory reply has been received.

The Action Point will notify the Originating Point and the Screening Point of the PQDR closing action.

2.4.4. SUPPORT POINT

2.4.4.1. The Support Point is an activity that is tasked by the Action Point to conduct an investigation and provide the results of actions taken to correct and prevent the recurrence of a reported product deficiency.

2.4.4.2. The Support Point, when requested, shall:

a. Conduct an investigation to determine the root causes(s) of the reported deficiency and the corrective actions necessary. The report of investigation will address actions taken by Government activity and/or contractor to identify and correct root cause(s) reported deficiency to prevent recurrence, when appropriate. If problem is with contractor provided material, will the contractor accept deficiency responsibility and provide material repair, or replacement.

b. Investigate all PQDR reports regardless of whether the contract status is open or closed. Provide an interim or final reply to the requesting Action Point within thirty work days. Category I PQDRs require a response within fifteen work days. Provide a projected final reply date in any interim response.

c. If the exhibit is essential for the investigation and it has not been provided, request it from the Originator and notify the Action Point as soon as the need is known.

2.4.5. PDREP FUNCTIONAL MANAGER AND SYSCOM PQDR COORDINATOR

2.4.5.1. The PDREP Functional Manager shall provide oversight for the PQDR process. For Category I and II PQDRs, the PDREP Functional Manger shall work with the SYSCOM PQDR coordinators, screening, action and support points, as necessary to ensure that the PQDRs are processed in a reasonable manner. In addition, when Category II PQDRs exceed the PQDR closure time requirement, the PDREP Functional Manager shall: (1) review trend data, and (2) notify the SYSCOM PQDR coordinator, who will then notify the screening and action points to take remedial action and to advise the PDREP Functional Manager of the status of the PQDR investigations.

2.4.5.2. Closing Policy. It is policy to close PQDRs, on new and newly reworked equipment, when the Program Manager(PM)/In-Service Engineering Agent(ISEA)/Cognizant Field Activity(CFA) :

a. Completes a detailed analysis of the problem (Category I or Category II) and provides preventive action to prevent recurrence.

b. States that the part failure rate does not warrant further investigation at this time.

c. Considers the deficiency minor in nature and has no impact on end-use performance.

2.4.5.3. Administrative Closure.

a. The SYSCOM PQDR Coordinator may administratively close a PQDR when the PQDR is Category II; the PQDR has exceeded the closure time requirement; and the Category II PQDR meets the following conditions:

(1) Less than three occurrences of the same part number within the last three years.

(2) No unexpected failure modes. An unexpected failure mode includes such events that call into question that the component does not meet the basic design specification, or that the manufacturing process was flawed. Examples include: (1) a fastener that breaks, even though proper torque was applied, (2) a component cannot be used, because it does not meet basic dimensional requirements.

(3) No safety issue.

(4) No PQDR investigations are contemplated or planned by the PM/ISEA/CFA.

b. The SYSCOM PQDR Coordinator shall advise the PM/ISEA/CFA prior to administratively closing a PQDR. In addition, the Originator, the Screening Point, Action Point, and NSLC Det Portsmouth shall be notified so that their respective records can be updated.

2.4.5.4 The PM/ISEA/CFA may re-open any previously closed PQDR at any time.

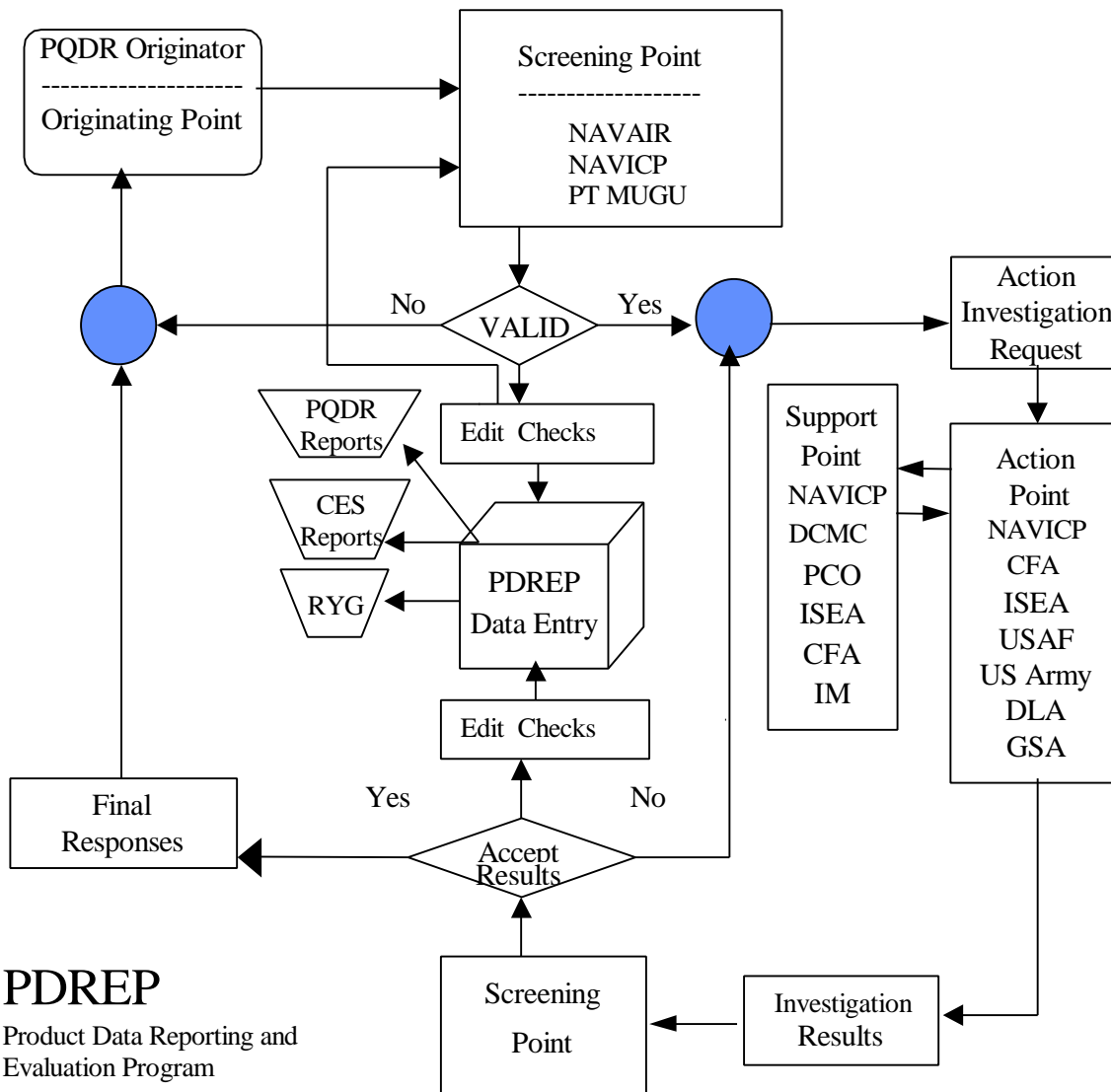


FIG. 2-1 PQDR Process Flow

2.5. PREPARATION OF PQDR

2.5.1. The following directions are provided to assist personnel in the preparation of a PQDR. [See Figure 2-2] The originator should make an attempt to complete every core element block and provide any other readily available information. If the information requested cannot be determined, indicate the information is unknown by entering "UNK" in the appropriate block. Action Points are tasked to try to add information whenever possible (i.e. convert Part Number to National Stock Number (NSN), determine Contractor and Government Entity (CAGE) code from contract number, etc.)

2.5.2. The Originating Point will identify the severity or impact of the product quality deficiency if known. If Originating Point is not sure of severity or impact of the deficiency, then it should be processed as a Category II PQDR. A Category I PQDR would be initiated under the following conditions: if the discrepant condition was not corrected, would the deficiency cause death or injury or severe occupational injury; loss or major damage to a weapon system; reduce or restrict combat readiness capability or result in production line stoppage? If the answer to any one of these questions is "yes", then prepare a Category I PQDR and transmit expeditiously (e.g., E-Mail, FAX or message).

PRODUCT QUALITY DEFICIENCY REPORT					<input type="checkbox"/> CATEGORY I <input type="checkbox"/> CATEGORY II	
1a. FROM (Originator)			2a. TO (Screening point)			
1b. NAME, TELEPHONE NO. AND SIGNATURE		1c. DATE	2b. NAME, TELEPHONE NO. AND SIGNATURE		2c. DATE	
3. REPORT CONTROL NO.	4. DATE DEFICIENCY DISCOVERED	5. NATIONAL STOCK NO. (NSN)		6. NOMENCLATURE		
7a. MANUFACTURER/CITY/STATE		7b. MFRS. CODE	7c. SHIPPER/CITY/STATE		8. MFRS. PART NO.	
9. SERIAL/LOT/BATCH NO.		10a. CONTRACT NO.	10b. PURCHASE ORDER NO.	10c. REQUISITION NO.		10d. GBL NO.
11. ITEM <input type="checkbox"/> NEW <input type="checkbox"/> REPAIRED/ OVERHAULED	12. DATE RECD., MFRD., RE- PAIRED, OR OVERHAULED		13. OPERATING TIME AT FAILURE		14. GOVERNMENT FURNISHED MATERIAL <input type="checkbox"/> YES <input type="checkbox"/> NO	
15. QUANTITY	a. RECEIVED		b. INSPECTED		c. DEFICIENT	
16. DEFICIENT ITEM WORKS ON/WITH	a. END ITEM (Aircraft, motor, etc.)	(1) TYPE/MODEL/SERIES				(2) SERIAL NO.
b. NEXT HIGHER ASSEMBLY	(1) NATIONAL STOCK NO. (NSN)	(2) NOMENCLATURE		(3) PART NO.		(4) SERIAL NO.
17. UNIT COST \$		18. ESTIMATED REPAIR COST \$		19a. ITEM UNDER WARRANTY <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UN- KNOWN		19b. EXPIRATION DATE
20. WORK UNIT CODE/EIC (Navy and Air Force Only.)						
21. ACTION/DISPOSITION <input type="checkbox"/> HOLDING EXHIBIT FOR _____ DAYS <input type="checkbox"/> RELEASED FOR INVESTIGATION <input type="checkbox"/> RETURNED TO STOCK <input type="checkbox"/> DISPOSED OF <input type="checkbox"/> REPAIRED <input type="checkbox"/> OTHER (Explain in Item 22)						
22. DETAILS (Describe, to best ability, what is wrong, how and why, circumstances prior to difficulty, description of difficulty, cause, action taken, including disposition, recommendations. Attach copies of supporting documents. Continue on separate sheet if necessary.)						
23. LOCATION OF DEFICIENT MATERIAL						
24a. TO (Action Point)			25a. TO (Support Point) (Use Items 26 and 27 if more than one)			
24b. NAME, TELEPHONE NO. AND SIGNATURE		24c. DATE	25b. NAME, TELEPHONE NO. AND SIGNATURE		25c. DATE	
26a. TO (Support Point)			27a. TO (Support Point)			
26b. NAME, TELEPHONE NO. AND SIGNATURE		26c. DATE	27b. NAME, TELEPHONE NO. AND SIGNATURE		27c. DATE	

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FIG. 2-2 SF 368 (PQDR)

28. FINDINGS AND RECOMMENDATIONS OF INVESTIGATION. (Explain in detail. Continue on a separate sheet of paper, if necessary.)

29. ACTION TAKEN

30. RESULTS OF DEPOT SURVEILLANCE

INSTRUCTIONS

1a. **FROM (Originator)** — Complete name of activity (no acronyms when sending deficiency report across component lines), activity address code (ACC), address including zip code of the activity originating the report.

1b. **NAME, TELEPHONE NO., AND SIGNATURE** — Provide name, telephone no., (include all available telephone numbers; FTS; Autavan, and commercial) and signature of an individual who can serve as a contact for questions regarding the report and/or to request exhibits or samples.

1c. **DATE** — Enter date report was signed and forwarded to the screening or action point.

2a. **TO (Screening Point)** — The originating point will complete name of the screening point activity (no acronyms when deficiency report will be sent across component lines), the activity address code (AAC), address including zip code of the screening point where the report needs to be sent by the originator's activity. For those activities that do not have screening points, leave blank.

2b. **DATE** — Enter the date the person finished processing the report at the screening point.

3. **REPORT CONTROL NUMBER** — Number assigned to report when a numbering system is used. Those activities which are reporting quality deficiencies across component lines and are to comply with the DLA Regulation 4155.24 should reference the report control number as prescribed in the regulation.

7a. **MANUFACTURER/CITY/STATE** — Name of the manufacturer, the maintenance contractor, or Government activity which last repaired or overhauled the deficient item. For motor vehicles or components thereof, enter name of manufacturer of the vehicle or component, as appropriate.

7b. **MANUFACTURER'S CODE** — Code of the manufacturer as listed in Cataloging Handbook H4.1 (Name to code), Federal Supply Code for Manufacturers (United States and Canada).

7c. **SHIPPER/CITY/STATE** — When the shipper of an item is different from the manufacturer, also include the shipper's or supplier's name.

9. **SERIAL/LOT/BATCH NO.** — Manufacturer's serial, lot or batch number of deficient item as applicable.

10. **CONTRACT; PURCHASE ORDER; REQUISITION; GOVERNMENT BILL OF LADING (GBL) NO.** — Enter these numbers or any other available transportation document number in lieu of the GBL. Such numbers appear on the container, purchase document and/or the item. It is extremely helpful if these items are furnished when the material was supplied by GSA.

11. **ITEM** — Check the appropriate block; provide the dates manufactured and received in block 12, if available.

13. **OPERATING TIME AT FAILURE** — Time item had been in operation since new, overhauled, or repaired when the deficiency was discovered, citing the appropriate performance element (miles, cycles, hours, etc.).

15c. **QUANTITY DEFICIENT** — Enter the quantity found deficient of those inspected.

15d. **QUANTITY IN STOCK** — Enter the quantity of material from the same manufacturer remaining in stock.

17. **UNIT COST** — Dollar value of the deficient item when known. Not applicable on reporting vehicles to GSA.

18. **ESTIMATED REPAIR COST** — Unit cost times number of units for replacement or estimated repair costs (including overhead) times number of units for correcting all the deficient items reported when it can readily be determined. Not applicable on reporting vehicles to GSA.

19. **ITEM UNDER WARRANTY** — Check if item is known to be covered by contractor warranty. If yes, provide expiration date.

21. **ACTION/DISPOSITION** — A check in the appropriate block to indicate the action taken or requested. When an exhibit or sample is being held, indicate the number of days in the space provided. (An exhibit or sample shall be held for a minimum of 30 calendar days from date the report is transmitted to the action point. Reporting activities are reminded that the packaging, packing and shipping containers are to be held along with the exhibits to facilitate investigation.) When none of the items indicate the actions or disposition taken or requested, check "Other" and identify the nature of the action taken or requested in item 22.

23. **LOCATION OF DEFICIENT MATERIAL** — Address and location of deficient material.

24a. **TO (Action Point)** — Name, in the clear address, including zip code of the action point to which the report is being submitted.

24c. **DATE** — Enter the date the report was forwarded to an action point or the date the findings and recommendations were completed.

28. **FINDINGS AND RECOMMENDATIONS OF INVESTIGATION** — Include the findings and recommendations for resolution of complaint.

29. **ACTION TAKEN** — State the action taken to resolve the complaint.

30. **RESULTS OF DEPOT SURVEILLANCE** — Show results of depot surveillance and observed action (i.e., replacement or repair by contractor, etc., poss., issue, etc.).

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FIG. 2-2 SF 368 (PQDR)

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Block 1. **(Core element)** From: (Originating Point). Enter the address of the originating activity in Item 1a and the name/duty phone/signature (signature not required for electronic transmission) of an individual who can serve as a contact for questions regarding the report and/or to request an exhibit/sample in block 1b. (Include commercial and DSN phone numbers. Block 1c. is the date of PQDR issue.)

Block 2. **(Core element)** To: (Screening Point). Enter in block 2a. the activity and address of the Screening Point (see Para 2.6) to which the report is being submitted. Block 2b and 2.c will be filled out by the screening point.

Block 3. **(Core element)** Report Control Number. Twelve position Report Control Number (RCN) includes the six-position alphanumeric DODAAC followed by a 2 position calendar year and a sequential four-position numeric serial number. Each RCN must be unique to ensure that the originating activity maintains a serial log of sequential PQDR numbers.

Block 4. **(Core element)** Date Deficiency Discovered. Enter date the deficiency was discovered.

Block 5. **(Core element)** National Stock Number. Enter the National Stock Number of the deficient material. In the absence of a NSN, enter the appropriate FSC class if known. FSC classes may be obtained from the DoD Handbook or MILSTRIP/MILSTRAP desk guide.

Block 6. **(Core element)** Nomenclature. Enter the nomenclature of the material found to be deficient.

Block 7a. **(Important element, if known)** Manufacturer/City/State. Enter the name of the Prime Contractor, manufacturer of the item, or the maintenance contractor or Government activity who last overhauled the deficient material, and city and state where manufacturer/overhaul activity is located, as applicable. Repair or purchased equipment may be accompanied by a log book which indicates last overhaul activity. Manufacturer is important because it indicates who was responsible for ensuring the item met Navy specifications.

Block 7b. **(Important element, if known)** Manufacturer's Code. Enter the CAGE code of the Prime Contractor or manufacturer/overhaul activity identified in Block 7a. CAGE codes are usually included in item identification markings as a 5 digit alphanumeric code.

Block 7c. Shipper/City/State. When the item was received from an activity other than the manufacturer/overhaul point identified in block 7a, indicate the shipping activity and city and state location (e.g. FISC, Norfolk, VA).

Block 8. Manufacturer's Part Number. Self-explanatory.

Block 9. **(Important element, if known)** Serial/Lot/Batch. If available, enter the serial number, lot number, and/or batch number of the deficient material. Use Block 22 if required. Always attempt to

identify serial numbers of repairable items. Serial numbers are usually available on item identification markings of the unit.

Block 10a. **(Important element, if known)** Contract Number. Enter the contract number used by the inventory manager (or purchasing activity) to procure the defective item (e.g., DLA900-97-M-0001). For new items, contract number information should be provided on unit identification markings.

Block 10b. Purchase Order Number. Enter purchase order number if applicable.

Block 10c. **(Important element, if known)** Requisition Number. Enter the complete requisition number (including Unit Identification Code (UIC)) under which the reporting activity ordered the defective item.

Block 10d. GBL Number. Enter the Government Bill of Lading number that was used to track transport of the material to the originating activity (if known).

NOTE: When multiple contract numbers or requisition numbers are indicated on one report, ensure that a breakdown of defective units by contract number or requisition number is included in Block 22.

Block 11. New or Repaired/Overhauled. Check the appropriate block to identify if the material is either new or repaired/overhauled.

Block 12. Date Manufactured, Repaired, Overhauled. For new material, enter date manufactured when known. For Repaired/Overhauled material, enter the most recent repair/overhaul date.

Block 13. Operating Time at Failure. Indicate the length of time material had been in operation since new or overhauled when the deficiency was discovered. Operating time may be measured in hours, miles, cycles, etc. Include the type of measurement unit used (i.e. hours, miles, cycles, etc.) when indicating Operating Time at Failure.

Block 14. Government Furnished Material. Material in the possession of, or acquired directly by, the government and subsequently delivered to or otherwise made available to a contractor.

Block 15. Quantity. Quantity shall be a count of each individual item - including applicable unit of issue.

Block 15a. Received. Enter the total number of items received in the lot or batch in which the deficiency was found, if known.

Block 15b. Inspected. Enter the number of items inspected.

Block 15c. **(Core element)** Deficient. Enter the number of items that were determined to be deficient as a result of inspection.

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Block 15d. In Stock. Enter the total number of serviceable items remaining in stock at the Originating Activity under the reported NSN, if known.

Block 16. Deficient Item Works On/With: (See 16a & 16b below)

Block 16a. **(Important element, if known)** End item. List major weapon system, item or commodity that deficient item is to be used with or on (i.e. SLQ-32 Fire Control Radar, Mk-50 Torpedo, F-18 Aircraft). Indicate type/model/series and serial number for the end item as applicable.

Block 16b. Next Higher Assembly. Enter the National Stock Number, nomenclature, part number, and serial number of the next higher assembly the deficient item works upon, as applicable.

Block 17. Dollar Value. Enter the actual unit price of the material reported as being deficient, if known. If the actual price is not known, enter the standard unit price of the material as listed in the Navy Management Data List (NMDL).

Block 18. Estimated Correction Cost. Enter the estimated cost including overhead for correcting all the deficient material cited in the report.

Block 19. Item Under Warranty. Check one of the blocks to indicate whether the deficient item is covered by a contractual warranty, if known.

Block 19a. (Important element, if known). If the "Yes" block is checked then the expiration date of the warranty should be entered.

Block 20. WUC/EIC. Insert the applicable Work Unit Code/ Equipment Identification Code using seven characters when available.

Block 21. **(Core element)** Action/Disposition. Check one of the blocks to indicate the nature of the action taken by the Originating Activity concerning the deficient material. Enter "holding exhibit for 'indefinite' days" unless other blocks apply. If none of the blocks indicate the action/disposition taken, check "Other" and identify the nature of the action taken or requested in block 22. "Return to stock", "Disposed of", and "Repaired" should be used infrequently and only to support operational requirements.

Block 22. **(Core element)** Details. This item provides valuable information concerning the deficiency.

a. Explain what is wrong with the item to the best of the originator's ability. Explain how the item does not function with relating parts or assemblies. Include specific non-conformances with drawings, specifications, regulations, instructions, or contracts. If an item is dimensionally incorrect, list the actual dimensions as well as the source of correct dimensions (tech manual, drawing number, or comparative measurement of old item).

NOTE: The following types of information should be entered in this block if applicable and available.

- b. How deficiency was detected or confirmed, e.g. visual inspection, functional operations, etc.
- c. Include the number of previous known deficiencies concerning these items.
- d. Where the deficiency condition was discovered, i.e. receipt inspection, during cyclical inspection, during maintenance, special inspection directed by Inventory Control Point or other authority, etc.
- e. List the Supporting documents included with this report. Photographs, sketches, and photocopies are extremely valuable and should be included whenever possible. (When photographs or photocopies are taken, a 12 inch or other ruler should be employed as a scale placed alongside the object so as to appear in each photograph.) Measurements should also be shown on sketches, when appropriate.
- f. Include PQDR Category I or II as defined above (Check the appropriate box at the top of the PQDR form). Include narrative justification of Category assignment for Category I PQDRs. Explain why you as the originator feel the reported discrepancy warrants a Category I classification. Screening and Action Points will only act on the facts that you as the originator provide.
- g. Indicate government ownership of the deficient material. The material is considered government owned if the deficiency was discovered after the material has been accepted by the government (DCMC or Navy).
- h. Identify actions taken to repair the item and/or if item has been put in use.
- i. Enter Material Inspection Record (MIR) serial number.
- j. Enter Material Level Code (e.g., SUBSAFE, Level I, nuclear, and flight safety applications)

Block 23. Location of deficient material. Indicate where an exhibit is located (if an exhibit is being held). Enter the DODAAC of the location if known.

NOTE: Blocks identified below do not apply to the Originating Point.

Block 24a. Name and address of Action Point.

Block 24b. Name, Telephone No., and Signature. Enter the name and telephone number (commercial and DSN) of the person at the Action Point who has primary responsibility for ensuring that the PQDR is resolved. Block 24c indicates the date of the signature in Block 24b. If the report is forwarded to a Support Point for investigation, then Block 25a will be completed.

Block 25a. Support Point name and address.

Block 25b. Name, Telephone No., and Signature. Enter the name and telephone number (commercial and DSN) of the person at the Support Point who has primary responsibility for ensuring that the Support Point investigation is performed. A signature in Block 25b indicates that the Support Point has completed its investigation. Block 25c indicates the date of the signature in Block 25b.

Note: If investigation by more than one Support Point is required, then blocks 26 and 27 provide additional Support Point address information.

Block 28. Findings and Recommendations of Investigation. Include the findings and recommendations for resolution of the complaint.

Block 29. Action taken. State the action taken to resolve the complaint.

Block 30. Results of Depot Surveillance If applicable, identify results of depot surveillance and planned actions (i.e. replacement or repair by contractor, disposal, issue of replacement material, etc.)

2.5.3. The Action Point is responsible for final PQDR closure.

2.6. PQDR DISTRIBUTION

2.6.1. Each activity will send PQDRs to the designated Distribution/Screening Points indicated below.

2.6.2. For items which are used in aircraft operations (includes aircraft, avionics and related ground support equipment but not air-launched missiles and ordnance): forward the report to the cognizant field activity as specified in OPNAVINST 4790.4 with a copy to Naval Air Systems Command Attn: Air 4.1.9, Patuxent River, MD 20670-1906. If the cognizant field activity is not known, then forward the report directly to NAVAIR Attn: Air 4.1.9.

2.6.3. For air-launched missiles, bombs, guns, torpedoes, ammunition, and related handling equipment: forward the report to Naval Air Warfare Center, Attn: Code 321200E Point Mugu, CA 93042-5001 with a copy to Naval Air Systems Command, Attn: Air 4.1.9.

2.6.4. When the Originating Point is also the procurement and material acceptance activity, then they will perform both screening and action point functions. They will decide material disposition action and whether the PQDR shall be forwarded to the contractor for corrective and preventive action or to the appropriate Defense Contract Management Command [DCMC] if Government Source Inspection is invoked. PQDR information will be reported to the NAVSEALOGCEN Det Portsmouth.

2.6.5. All other reports will be forwarded to Naval Inventory Control Point Mechanicsburg Attn: Code 10422, Mechanicsburg, PA 17055-0788. NAVICP Mechanicsburg has been designated as a central distribution center with responsibility for routing the report to the proper screening and action points within Naval Sea Systems Command, Naval Supply Systems Command, Naval Facilities Command and Space and Warfare Systems Command.

2.6.6. The Distribution/Screening Points identified above will assure that all PQDRs and related follow on actions (exhibit movement requests, status updates, and final close out) are entered into the PDREP database. The ultimate goal is to implement on-line real time processing of PQDR

information. However, until that goal is achieved, Distribution/Screening Points will continue to process batch load updates via electronic transfer procedures.

2.7. DEFINITIONS

Category I Deficiency. A product deficiency which may cause death, injury, or severe occupational illness; could cause loss or major damage to a weapon system; or directly restrict the combat readiness capabilities of the using organization; or which results in a production line stoppage.

Category II Deficiency. A deficiency which does not meet the criteria set forth for Category I.

Core Element. Mandatory information without which the report may not be able to be processed.

Corrective Action. A remedial action taken to repair or replace the product deficiency being reported.

Exhibit. The item reported as being deficient, or a sample item which represents the reported deficient condition, which can be examined or analyzed to determine the possible cause of the deficiency.

Government Furnished Material. Material in the possession of, or acquired directly by the government and subsequently delivered to or otherwise made available to a contractor. Where the work is being performed in a Naval activity, the term 'contractor' shall refer to the Commanding Officer or Officer In Charge of the facility.

Holding Point. The activity having custody of an exhibit.

Important Element. Optional information which can provide significant data.

New or Newly Reworked Material. Any material procured from a commercial or government activity or material which is new or has been rebuilt, repaired, reworked or modified by a government depot or commercial activity under government contract. Material is considered new or newly reworked until inspected, tested and/or put into use by the receiving activity. Material under warranty shall be considered new or newly reworked throughout its warranty period.

Preventive Action. Those actions taken to prevent or preclude the recurrence of the deficiency. These include design/specification/drawing changes, changes to procurement technical data packages for future buys, issuance of Quality Assurance Letters of Instructions, notices to contractors, procedural changes, and progress changes.

Product Deficiency.

a. **Design Deficiency.** Any condition that limits or prevents the use of material for the purpose intended or required, where the material meets all specifications or contractual requirements. These deficiencies cannot be corrected except through a design change or specification change.

b. **Material Deficiency.** Any unsatisfactory condition (for example, physical, chemical, software, electrical, functional) noted in material which is attributable to nonconformance to contractual or specification requirements. Substandard workmanship and manufacturing defects will be considered to fall within this definition provided the standard with which the work has been judged is identified.

c. **Procurement Deficiency.** Any unsatisfactory material condition which is attributable to improper, incorrect, ambiguous, omitted, or conflicting contractual requirements including the procurement documents, its references, or any combination which describe technical requirements of material.

Repeat deficiency. A deficiency discovered on material that was shipped from a contractor or government depot/overhaul activity subsequent to the effective date of implementation of preventive action for the same or similar deficiency.

Product Quality Deficiency Report. SF368 form or format used to record and transmit product quality deficiency data.

Quality Investigation. A comprehensive investigation conducted by the Action/Support Activity to determine whether the reported unsatisfactory material was repaired, manufactured or tested in conformance to required specifications, standards, or contractual requirements and that applicable quality controls are adequate to ensure conformance. Corrective action will be initiated when inadequacies are confirmed and shall assure conditions causing the inadequacies are identified and eliminated.

Technical Data (New or Revised). Technical Data means recorded information, regardless of form, of a scientific or technical nature. It may, for example, document research, experimental, development, or engineering work; or be usable or used to define a design or process or to procure, produce, support, maintain, or operate equipment. The data may be graphic or pictorial delineation in media such as drawings or photographs; text in specifications, related performance or design documents; in machine forms such as magnetic tape, computer program printouts; or may be retained in computer memory. Examples of technical data include research and engineering data, process sheets, manuals, technical reports, catalog item identifications, and related information. Technical data does not include financial, administrative cost and pricing, and management data, or other information incidental to contract administration.

Warranty. The warranty period is a certain contractually specified period of time when failure of the item, within the prescribed area of performance, would require the failed item to be repaired or replaced in accordance with the warranty requirements.

CHAPTER 3 - PDREP GENERAL APPLICATION

3.1. INTRODUCTION

3.1.1. GENERAL INFORMATION. This chapter describes the reports that are available to naval organizations, and other government activities, involved in the implementation of the requirements of the Product Data Reporting and Evaluation Program (PDREP). It describes the computer equipment needed to communicate with the PDREP database; provides instructions for producing the reports; and includes report samples.

3.1.2. BACKGROUND. SECNAVINST 4855.3 establishes the Navy's PDREP in conjunction with SECNAVINST 5000.2B Implementation of Mandatory Procedures for Major and Non-Major Defense Acquisition Programs and Major and Non-Major Technology Acquisition Programs. SECNAVINST 5000.2B provides specific procedures for obtaining quality information using the PDREP for implementation of this requirement.

3.1.3. SCOPE. The PDREP system is a Navy automated information system data retrieval subsystem. It provides the software interface between government information users and the PDREP database permitting users to retrieve PDREP data. The PDREP system has been established with as few computer instructions as possible. The user will sign-on following the instructions provided in this guide. The sign-on User-Id and password will automatically initiate the PDREP interface software, and prompt the user for the selection of the reporting program desired.

Each program contains an interrogative routine, which requires the user to enter the qualifiers for the report desired. CAGE code, starting date, ending date, or other selective criteria may be entered. Paragraph 3.15 contains data field definitions for use in creating Ad-Hoc reports. Paragraph 3.16 contains code values and literals. Paragraph 3.17 contains a list of acronyms and abbreviations used within this instruction. Any questions regarding User-Ids, accessing the PDREP system, or telecommunications, should be directed to the PDREP User Help Desk at DSN 684-1690 or Commercial (603) 431-9460, extension 486, or access the NSLC Det PTSMH web site, <http://www.nslcptsmh.navy.mil>.

3.2. INPUT DATA

3.2.1. GENERAL. The effectiveness of PDREP as a standard measure of the past performance of contractors depends on reporting contractor historical quality and delivery performance data that is standard in both format and content. This section describes the standard data types, which comprise PDREP data that Navy activities shall report, as applicable.

NOTE: Classified data shall not be entered into the PDREP database. Information essential to the goals of the program should be reported under separate correspondence to Command central processing points on a "need-to-know" basis in accordance with OPNAVINST 5510.1F (Department of the Navy Information Security Program Regulation).

3.2.2. BULLETIN. A record issued by NAVSEALOGCENDET PTSMH to alert Navy procuring, technical, or using activities of significant quality problems by generating a Bulletin. It may be issued for commodity, systems, or contractor related problems.

3.2.3. CAGE. This record consists of a contractor's company name, address, and point of contact information.

3.2.4. CONTRACT DATA. This record consists of delivery information and contract award information that demonstrates the performance of a contractor throughout the contract period.

3.2.5. CONTRACTOR ALERT LIST (CAL). The CAL contains information collected from the Defense Contract Management Districts (DCMDs). The list serves as a notice that a condition exists at the contractor's facility, which the contracting officer should consider prior to awarding a contract.

3.2.6. DODAAC. This report lists Navy facilities or activities by function or type.

3.2.7. FSC. This report gives a brief description of the Federal Stock Classification Code, including a long name for the commodity.

3.2.8. GOVERNMENT AND INDUSTRY DATA EXCHANGE PROGRAM (GIDEP) ALERTS. GIDEP reports are issued to exchange information among participating agencies about nonconforming products, components, processes, or materials. The use of GIDEP helps eliminate instances where agencies acquire products and materials previously identified as nonconforming by other agencies

3.2.9. MATERIAL INSPECTION RECORD (MIR). A document generated as the result of a technical inspection of hardware or software by a Navy representative at the manufacturer's plant or upon receipt at destination in accordance with a Navy or local directive or instruction. For purposes of this document, a technical inspection is the performance of any test or inspection other than the validation check for count and damage. These records provide an aid in determining a contractor's performance and/or responsiveness. Information should be entered into the PDREP database for all technical inspections performed by naval personnel on contractor procured or Federal supply system material.

3.2.9.1. The MIR shall be a true copy of the actual inspection record.

3.2.9.2. A MIR shall be completed and forwarded to the PDREP database for every product supplied by a contractor or supply system that is subject to a technical inspection prior to acceptance or certification for use by the Navy. This means generating a MIR for software deliverables such as technical manuals, radiographic film, etc. that are an end item in them, as well as all hardware line item deliverables. This requirement for a MIR; however, does not include drawings, procedures, etc., that may effect end item quality even though they require submittal and approval. In the past it was found that many end item software deliverables had been rejected several times but not recorded accordingly on the MIR either because the software was not considered an inspection attribute or the deficiency was subsequently reconciled. As a note of clarification, a MIR is required for every end item deliverable inspected whether it is software or hardware with the exception noted above.

3.2.9.3. The MIR shall reflect the results of the inspection or test performed by Navy personnel whether on hardware or software at receipt or at the manufacturers' plant. Any non-compliance with contract or specification requirements shall be recorded as a reject on the MIR even though rework, re-submittal, or acceptance as may have subsequently reconciled the non-compliance is via a waiver/deviation.

3.2.9.4. A MIR, as noted above, shall be generated and submitted to the PDREP database for all inspection actions by a Navy activity representative acting alone or in conjunction with a DCMC Quality Assurance Representative (QAR). This requirement does not include generation of a MIR for contract administration actions when they are delegated acceptance authority, but only when acceptance is performed by a Navy activity at other than shipment destination. In the latter case, any deficiencies found on material offered to the government are subject to the procedures of this document and shall be recorded on the MIR.

3.2.9.5. A MIR is not necessary for material locally manufactured or repaired and subsequently inspected or certified by the same activity.

3.2.9.6. While there is considerable latitude in form and format of the MIR among the Command elements, specific data elements are mandatory for entry into the PDREP database.

NOTE: Rejected material returned to the contractor for rework or replacement which is subsequently returned, shall be considered a new lot of material. A new MIR with a new serial number shall be generated. Rejected material reworked locally or accepted as is by a waiver or deviation shall not be cause for a new MIR. Only contractor responsible defects are recorded. Inspections may be conducted at the contractor's facility (source inspection) or at a naval facility.

3.2.10. METHOD C/D/E. A type of report issued by DLA representatives to report and request corrective action on significant in-plant quality problems.

3.2.11. POINT OF CONTACT. Provides an updated list of points of contact and phone numbers for NAVSEALOGCENDET PTSMH personnel and program field activities and coordinators.

3.2.12. PRODUCT QUALITY DEFICIENCY REPORTS. Applies to the reporting of product deficiencies in new or newly reworked material in all programs involving materials or services.

3.2.13. PURCHASE REFERRALS. Source selection evaluation.

3.2.14. QUALIFIED PRODUCTS LIST (QPL). A record indicating that a contractor can produce a product to the QPL specification requirements.

3.2.15. RED/YELLOW/GREEN. A Navy tool designed to help reduce the risk of receiving nonconforming products and late deliveries.

3.2.16. RYG AWARD DATA. An award made based on contractors past performance as evaluated by Red/Yellow/Green criteria.

3.2.17. SPECIAL QUALITY DATA. Method for collecting data for analytical purposes (both positive and negative) that does not fit into normal quality elements of the PDREP. Special Quality Data types include: Surveys of subcontractors performed by prime contractors, telephone calls relating quality information, contractor visits/interface meetings, corrective actions, suspected cases of fraud or malpractice, etc.

3.2.18. SURVEY. There are four formally recognized Survey types that are performed to determine a contractor's performance on contractual quality/technical requirements or their capability to perform. Entry of survey results is only the first step in the PDREP; the follow-up or closeout actions are an absolute must for any negative findings. Final survey reports are not always issued by the procuring activity. In the case of Pre-Award Surveys, DCMC generates the final report if they have CAO cognizance of that facility/contract. If a Navy representative participates in the survey, it is the representative's responsibility to ensure that a copy of the report and the results of any subsequently resolved open issues are sent to the PDREP database. If a Navy Procurement Contracting Officer (PCO) requests the survey to be performed by the CAO and no Navy representative participates, the PCO will be responsible for sending the data to the central processing point.

3.2.19. SYSTEMS ANALYSIS FOR LAB TESTING. Specific contractor past performance data used by DLA.

3.2.20. TEST REPORTS. Method for collecting First Article, Production Lot Testing, and Periodic Sampling Test data for analytical purposes (both positive and negative). Also an aid in determining a supplier's performance and/or responsiveness.

3.3. ACCESSING PDREP. Establish the purpose of the session. Prior planning, as to the desired information to be retrieved and a review of the program run procedures, will save on both telephone and computer usage costs. Most users will access PDREP by double clicking on the PDREP ICON, other users may be required to type "PDREP" from their root directory. Once telephone contact is established a steady tone may be audible, depending on the type of telecommunications configuration in use. Internet users will see the "Log On" screen appear when connection is made. The user must now pass through a "sign-on" procedure in order to access the PDREP report system.

3.3.1. SIGN-ON PROCEDURE. To sign-on to the PDREP system you will need to enter your User Id and password assigned by NAVSEALOGCENDET PTSMH. When the sign-on screen displays, enter the following information:

USER ID:	(usually initial of first name, first 4 letters of last name)
PASSWORD:	(5-8 characters long - no special characters)

If the user enters a non-valid User Id/password combination, they are notified of the error. If a valid combination is entered, access is granted to the PDREP system and a welcome screen appears with the user's name on it and a warning message. This welcome screen will display for a few seconds and then the PDREP Main Menu will display. At this point you are ready to access the PDREP report system.

3.3.2. SIGN-OFF PROCEDURE. To log-off the PDREP system from the Main Menu window, simply single click on the Exit button on the toolbar.

3.4. SCREEN FEATURES

3.4.1. GENERAL INFORMATION. The PDREP system utilizes many of the same features as WINDOWS. This section is designed to assist the user in understanding the special WINDOWS features as applied to the PDREP system.

3.4.2. TOOL BAR. A Tool Bar contains buttons that are pictorial representations of various types of functions available on a menu/screen and which are activated with a single click. The difference between an ICON and a Tool Bar button is that a Tool Bar button requires a single-click on the picture instead of a double-click. Only Tool Bar buttons that you have access to will be displayed in color, others will be solid gray. The following options are available from the Main Menu Tool Bar:



REPORTS Allows selection of the report that the user wishes to run (Ad-Hoc, User, Metric, Management or Special).

SEARCH Allows users to locate records in the PDREP database by CAGE, DODAAC, or FSC for a particular time frame.

VIEW Allows users to browse an individual record in the PDREP database. In order to view a record, the user must know the unique identifier (usually the serial number).

ON-LINE Allows authorized users to add, modify or delete their activity's PDREP data records directly on the PDREP database.

EXTRACT Allows NOVICE Mechanicsburg and NAVSEALOG personnel, who have been granted access, to download data for a special program.

BATCH Allows users to load specific data formats into the PDREP application.

HELP Allows the user to obtain information relating to PDREP. The Help window provides brief descriptions of reports and report qualifiers. Select help when information related to the highlighted item is desired. The information will appear in a pop-up window.

EXIT Allows users to **EXIT** the PDREP application.

3.4.3. QUALIFIERS

3.4.3.1. MANDATORY VERSUS OPTIONAL INPUT. Mandatory entries are displayed in upper and lower case letters. These parameters must contain valid entries before a user can build a

report. The optional entries are surrounded by parenthesis. Optional qualifiers are not required before building a report

3.4.3.2. RADIO BUTTONS. A radio button is a round button used on the qualifier screens. Radio buttons represent a mandatory field where a user selection must be made. The user can select only one radio button qualifier. The user moves the arrow with the mouse then clicks with the left button on the item to be included in the report. A dot will appear in the selection chosen. In re-selecting a qualifier, simply select another item and click the left button of the mouse on the new item. The new selection will now contain the dot in the circle.

3.4.3.3. CHECK BOXES. A check box is a square button used on the qualifier screens. Check boxes represent an optional field where a user can make multiple selections, or none at all. If no selection is made, the report will contain ALL data without utilizing the qualifier. The user simply moves the arrow with the mouse to the desired box, clicks the left button and an 'X' is placed in the box.

3.4.3.4. ADDING QUALIFIERS. Any time you see an "ADD" button, it means you are able to add multiple parameters for the qualifier. To add multiple entries, the user must type in the selection and then press the **ADD** button. Since the display box is limited in size, only a specified number of entries can be displayed at one time. If a user enters more fields than can be displayed, arrows will appear on the box allowing users to scroll through the entries. If a user discovers an error in an entry, or makes an incorrect selection, double-click on the erroneous entry and it will then be deleted from the list.

3.4.3.5. ENTERING DATES. One of the most common qualifier selections is to enter dates. All dates in the PDREP system are entered in the same format. The dates are in 2 digit day, 3 character month and 2 digit year format MM-DDD-YY (e.g., 04-AUG-94). First enter the 2-digit day, it must be a valid number between 1 and 31. The cursor will automatically move to the month position. Type the first three letters of the month, the cursor automatically moves to the year position. The 2-digit year must be a valid number and cannot be greater than the current year.

3.4.4. REPORT SELECTION. To select a report the user must be signed onto the PDREP system. The user must click on the tool bar button marked REPORTS. Next, from the drop down box select the report type you wish to run by a single click.

3.5. AD-HOC REPORTS

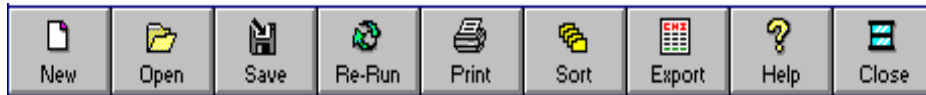
3.5.1. OVERVIEW. The Ad-Hoc capability allows the user to query the database using self-created routines and to save and retrieve those routines. Prior to initiating an Ad-Hoc report, it is extremely important to complete the following steps:

- a) Determine the record type.
- b) Decide the data elements to be displayed in the report.
- c) Determine the format of the output.
- d) Determine how the report will be qualified.

- e) Determine what fields and in what order the report will be sorted.

3.5.2. REPORT SELECTION. To select an Ad-Hoc Report, the user must be signed onto the PDREP system. The user then clicks on the tool bar button marked REPORTS, then selects (by a single click) Ad-Hoc from the drop down menu.

3.5.3. TOOL BAR. Once Ad-Hoc Report has been selected from the Main Menu, the Ad-Hoc Tool Bar will appear:



NEW	Allows the user to enter new qualifiers for the report just built.
OPEN	Allows a user to open a previously saved Ad-Hoc report. Once the Open button is activated, a screen appears containing a list of all saved reports from which the user can select the one they wish to open.
SAVE	Allows the user to save a query after the user has created and built an Ad-Hoc report. Once the save button is activated the user can enter comments (up to 80 characters) on the report. Do not enter a report name because the system will default to the report title the user provided.
RERUN	Appears only after a query with an argument has been built. This button allows the user to run the same Ad-Hoc query again, so the user can change the argument variable, creating new output.
PRINT	Allows users to print a PDREP report. This particular function should be used after a report has been built and when the user wants to print the report on a local printer.
SORT	Allows the user to sort a report after it has been built.
EXPORT	Allows the user to extract data from a generated report and import it into software supporting DAT format. Data is formatted into columns. The extract file layout is field name, field length, start column position, and end column position. The user can move columns around by a click and drag method.
HELP	Allows the user to access HELP CONTENTS .
CLOSE	Allows the user to close the window and to return to the Main Menu. This will not exit the user from the PDREP application.

3.5.4. QUALIFIERS.

3.5.4.1. REPORT TYPE. (MANDATORY). You must select one of the following three output report styles:

TABULAR: Output will be displayed in horizontal columns. Column headings will be the data field names selected. The report should not be longer than 80 characters. The default between columns is 3 spaces.

FORM: Output will be displayed in vertical columns. Row headers will be the data field names selected. Between each record there will be a blank line. This report is usually used if the user wants to display a narrative. If a narrative (long field) data element is selected, it will always display as the last data element.

COUNT: Displays the number of records that meet the selection criteria.

3.5.4.2. RECORD TYPES. (MANDATORY)

User must select the record that they wish to query, by single clicking on the record that appears on the left-hand side of the Ad-Hoc screen. Once selected, the data elements for that record will display to the right of the record type column.

3.5.4.3. REPORT TITLE. (Optional) This should be a unique title that provides a summary of the report being created, and a maximum of 80 characters long. It is advisable to include the record type being queried in the report title. Output for all reports will include the standard PDREP first line header and the run date as well as the unique report title on all pages. If this option is left blank, the computer will use the Record Type as a title for the report.

3.5.4.4. AD-HOC TABS. Once a record type has been selected, a screen will appear with the following tabs:



3.5.4.4.1. DATA ELEMENTS. (Conditional Mandatory) In order to create a query that will be useful and informative and that contains the information the user wants, the user must be very familiar with the data elements. To assist you in query development, all data fields are contained in Appendix B. A list of data elements, as well as the type of field, for the record type selected will be displayed when this tab is activated. Elements **must** be selected in the order they are to be displayed on a Tabular or Form type report (except narratives). To select a data element, single click. You must select at least one data element if you are using a Tabular or Form type report. At least one data element must be selected if you are using a Where clause. Any non-asterisk data element that is to be used in a Where clause must also be selected.

3.5.4.4.2. ARGUMENTS. (Optional) Select this criteria option to create variable data parameters to be used in a **Where** Clause. The user enters a unique prompt in the Name box. The

data type (String, Date, Number or In-put file) must be selected. Any master record field (denoted by an asterisk) and any selected non-master field can be used for creating an argument.

Arguments in the Where clause. After entries have been made in the NAME box, the user must go to the **WHERE** screen. The user selects a data element as EXPRESSION 1 and an Operator. EXPRESSION 2 will contain the Argument, which is selected from the Argument drop down box. After building the first query containing Arguments, to run the report again with a new value for the argument, click on the RERUN button that will appear in the tool bar. The user will be prompted for the variable. When entering Values, do **not** use quotes. Date field format is DDMMYY.

NOTE: The argument value is not shown in the report so it is a good idea to use a report where the value is displayed.

3.5.4.4.3. WHERE. (Optional) A where clause defines the report using the logical expression and a value selected by the user. The where clause is made up of the following parts:

EXPRESSION 1: This field **must** be a data element from the record type being queried. Position the cursor in the **Expression 1** box, click the mouse, then highlight and click on the data element for the **Where Clause**

OPERATORS: The following operators are available to qualify selected data elements:

Symbol	Locates records that are:
=	An exact match for criteria entered in Expression 2.
<>	Not an exact match for criteria entered in Expression 2.
<	Less than the qualifier entered. Doesn't include the qualifier used in Expression 2.
<=	Less than or equal to the qualifier. <u>Does</u> include the qualifier used in Expression 2.
>	Greater than the qualifier. Doesn't include the qualifier in Expression 2.
>=	Greater than or equal to the qualifier. <u>Does</u> include the qualifier used in Expression 2.
IN	An exact match for criteria entered in Expression 2. Used to enter multiple qualifiers (implied or with an equal statement).
NOT IN	Not an exact match for criteria entered in Expression 2. Used to eliminate multiple qualifiers (implied or with a not equal statement).
BETWEEN	Within a user specified range.
IS NOT NULL	Contains data in the field (not empty field).
IS NULL	Does NOT contain data in the field (empty field). Number fields may contain zero data and not be considered null!)
LIKE	Begin with selected criteria or contain the selected criteria anywhere in the field. Examples follow:
'A%'	Selects data elements beginning with the letter A.

'%A'	Selects data elements ending with the letter A.
'%A%'	Selects data element containing the letter A in any position.
'_A%'	Selects data elements containing the letter A in the 2 nd position. Note: The underscore is a placeholder.

EXPRESSION 2: This is a user-entered field. Position cursor in **Expression 2** field, click the mouse and then type the value. Created Arguments may also be entered into this field. If using an Argument, click on **Expression 2**, then click on the arrow in the Expression 2 box, any argument variables the user created will appear in a drop down box. Simply click on the desired argument variable and it will appear in the Expression 2 box.

LOGICALS: Allow the user to create 7 additional clauses by selecting **AND** or the **OR** logical options. Allows the user to select multiple clauses. If the user selects **AND**, all of the conditions must be met before the record is selected for display or count. The user can use the **IN** or **NOT IN** Operators in combination with the **AND** logical.

OR : Allows the user to select multiple clauses. The user can select up to 8 clauses. If the user selects **OR**, it is an independent clause. Clauses prior to an 'OR' clause are not taken into consideration when counting or displaying records meeting qualifiers selected by the user.

AND/OR: Allows the user to select multiple clauses. The user can select up to 8 clauses using a combination of **AND** and **OR** logicals. If the user selects a combination of **ANDs** and **ORs**, it is important to understand that each time the computer locates an **OR**, it ignores the previous **ANDs**. The user may get a false count if there is not a clear understanding of **ORs**.

3.5.4.4.4. SORT. (Optional) Sort tab will only appear if you have selected a Tabular and Form type report. Once **SORT** is selected, only the data elements chosen to be displayed in the report will appear in the Data Element pick box. The report may be sorted on 8 multiple fields. The first field selected is the Primary **SORT** field. All other fields will be sorted in the order selected within the Primary **SORT** field. Select only one field at a time. Then select either **ASCENDING** or **DESCENDING** order. The default is ascending order.

3.5.4.4.5. GROUP. (Optional) The Group option works with Tabular type reports and allows the user to group the report by data element. When group is selected, all the data elements that will display in the report are listed in the Data Element pick box. Select the data element by which the report will be grouped. Then select whether the data will be grouped on a new page or with blank lines in between groups. Counts can also be requested to display in the report. If counts are requested, a sub-total will appear after each group, and a report total will display at the end of the report.

3.5.5. BUTTONS USED IN WHERE, SORT AND GROUP. The following buttons appear on the upper right hand portion of the Ad-Hoc screen and can be used in the where, sort, and group clause:



Adds a new clause at the end of your clauses.

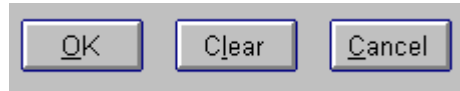


Deletes the clause where the cursor (hand) is located.



Inserts a clause above where the cursor (hand) is located.

3.5.6. BUILD QUERY. Once you have selected your report type, record type, data elements and any arguments, where, sort, or group clause needed to create your report you may select one of the following buttons:



OK: Builds your query. This function should not be performed until all qualifiers have been selected.

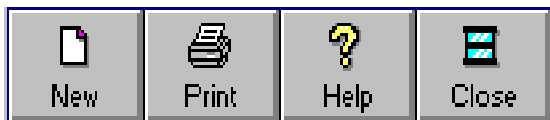
CLEAR: Clears all data elements selected, and all argument, where, sort and group clauses.

CANCEL: Exits the report. The user will still be on the Ad-Hoc menu from which they may select Close to return to the Main Menu.

3.6. USER REPORTS. User Reports provide information in the PDREP system by contractor, Federal Supply Classification/Federal Services Code (FSC), Reporting Activity, and/or SYSCOM. This chapter contains report descriptions and qualifiers for all of the User Reports. Once you have signed onto the PDREP system, to generate any user report, select the Reports tool bar button from the Main Menu, then select User from the drop down box

REPORT GENERATION. Once the mandatory and optional qualifier(s) have been entered, select the OK button to generate the report or the CANCEL button to cancel all entered qualifiers.

TOOL BAR. The Tool Bar for all reports except Ad-Hoc is as follows:



NEW: Used to enter new qualifiers for the report just built.

PRINT: This particular function should be used after a report has been executed and when the user wants to print the report on a local printer.

HELP: Provides access to **HELP CONTENTS**.

CLOSE: Closes the current window and returns user to the MAIN MENU. This

will not exit the user from the PDREP application.

3.6.1. CONTRACTOR CAGE/NAME INFORMATION. Program searches for a contractor, based on a CAGE code or partial name. Resultant output lists record information data and total reports for various records on the database for the contractors who meet the search criteria.

QUALIFIERS:

CAGE CODE (must enter this or name.)

Contractor and Government Entity (CAGE) Code, as found on DLA Cataloging Handbook H4/H8 (tape).

CONTRACTOR NAME (must enter this or CAGE.)

Name of the company as reported in the DLA Category Handbook H4/H8 for the contractor.

STATE CODE (Optional)

A two character abbreviation of the state name.

3.6.2. DLA SALT Summary. This summary report will identify whether a contractor is debarred/suspended, is on DCMCs Contractor Alert List (CAL) and provides the results of surveys. This report also summarizes accumulated lab test results for the CAGE, FSC, and time period specified.

QUALIFIERS:

END DATE (MANDATORY)

Computer generated or modified by user. End Date must be today's date if "All" is specified.

FOR (MANDATORY)

Enter either 1, 2, 3, years or All.

CAGE (MANDATORY)

Contractor and Government Entity (CAGE) Code, as found on DLA Cataloging Handbook H4/H8 (tape).

FSC (Optional)

A four position Federal Supply Classification/Federal Service Code (FSC) code, from the FSC Indexes Cataloging Handbook H2.

3.6.3. MIR. Lists Material Inspection Records (MIRs) for a particular contractor within a selected date range. User also has the option to further qualify the report by selecting a specific Reporting DODAAC, SYSCOM, CAGE, and Federal Supply Classification/Federal Service Code (FSC).

QUALIFIERS:

INSPECTION DATES (MANDATORY)

Date range you want included in the report. The date fields represent material inspection dates.

SYSCOMs (Optional)

One of the Naval Systems Commands:

NAVAIR	Naval Air Systems Command
NAVFAC	Naval Facility Systems Command
NAVSEA	Naval Sea Systems Command
NAVSUP	Naval Supply Systems Command
SPAWAR	Space and Warfare Systems Command

REPORTING DODAAC (Optional)

Department of Defense Activity Address Code (DODAAC) of the reporting activity.

CAGE (MANDATORY)

Contractor and Government Entity (CAGE) Code, as found on DLA Cataloging Handbook H4/H8 (tape).

FSC (Optional)

A four position Federal Supply Classification/Federal Service Code (FSC) code, from the FSC Indexes Cataloging Handbook H2.

3.6.4. POINT OF CONTACT REPORT. Provides an alphabetical listing of points of contact and phone numbers for NSLCDDET PTSMH personnel and program field activities and coordinators.

QUALIFIERS:

POINT OF CONTACT (Must be selected if LABELS is not)

Produces an alphabetical listing by activity of Points of Contact maintained on the PDREP database.

LABELS (Must be selected if POINT OF CONTACT is not)

If labels is selected the qualifier windows changes and the following qualifiers appear:

LABEL TYPE (MANDATORY)

Select the type of labels you wish to produce:

CEDES

Persons using the PC based Contractor Evaluation Data Entry System (CEDES) for inputting records into the PDREP database.

HCAPS

Users in medical community involved in Health Care Acquisition Performance System.

LI/SS

Level I Sub-safe activities.

PDREP

Persons who have a User Id and access to the PDREP database.

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POC

All persons in the point of contact database.

RYG

Persons currently using Red/Yellow/Green.

CPARS

Contractor Performance Acquisition Reporting System.

3.6.5. PROFILE. Produces a summary report listing all PDREP records for a particular contractor, time frame, and FSC.

QUALIFIERS:

DATE RANGE/CAGE(s):

END DATE (MANDATORY)

Enter the end date for the data to be covered in the report. After an end date has been entered, you must decide if you want a one, two, or three year profile report.

FOR (MANDATORY)

Select whether the report should be for a one, two, or three year time period. System default is two years.

CAGE (MANDATORY)

Contractor and Government Entity (CAGE) Code, as found on DLA Cataloging Handbook H4/H8 (tape). Multiple entries are allowed.

FSC (Optional)

A four position Federal Supply Classification/Federal Service Code (FSC), from the FSC Indexes Cataloging Handbook H2. If a report is desired on all FSCs, leave the FSC block empty. Hit the Add button to add CAGE/FSC combinations.

SYSCOM/DODAAC

The user may further wish to qualify their report by receiving information on one or more SYSCOMs or one or more Reporting Activity DODAAC(s). To select this option, simply click on the tab marked (SYSCOM/DODAAC) and the following qualifiers appear:

SYSCOMS (Optional)

One of the Naval Systems Commands:

NAVAIR	Naval Air Systems Command
NAVFAC	Naval Facility Systems Command
NAVSEA	Naval Sea Systems Command
NAVSUP	Naval Supply Systems Command
SPAWAR	Space and Warfare Systems Command

REPORTING DODAAC (Optional)

Department of Defense Activity Address Code (DODAAC) of the reporting activity.

DETAILS

The user may further wish to qualify their report by selecting Nuclear or Non-Nuclear information only, selecting to display a material level breakout and/or narratives, or by loading a CAGE-FSC file. To select this option, simply click on the tab marked (Details).

MIR/PQDR DATA TYPES (Optional)

You may enter whether you want a profile containing Nuclear or Non-Nuclear data only.

MATERIAL LEVEL SUMMARY (Optional)

If this box is checked, the report will contain a material level breakout for Material Inspection Records.

NARRATIVES (Optional)

If this box is checked, the report will contain narratives for Product Quality Deficiency Reports (PQDRs), Survey, Special Quality Data, and Bulletin Records.

LOAD CAGE-FSCs FROM FILE (Optional)

Inputs CAGE-FSCs from a TXT file, any editor. FORMAT for the LOAD CAGE-FSC format is CAGE CODE,FSC. If all FSCs are requested, simply have CAGE Code on a line.

EXAMPLE: 71905,4730
93562,4820
3B558 (for ALL FSCs)

3.6.6. PQDR DETAIL. Report includes all pertinent Product Quality Deficiency Report (PQDR) information for the entered Report Control Number (RCN) as reported in Block 3 of the SF-368. If the entered RCN does not exist the user is notified and allowed to enter another RCN.

QUALIFIERS:

REPORT CONTROL NUMBER (MANDATORY)

The Report Control Number (RCN) is the unique identifier of a PQDR. The RCN is made up of the following :

RCN ACTIVITY	Department of Defense Activity Address Code (DODAAC) of the reporting activity.
RCN YEAR	The year the report was prepared.
RCN SERIAL NUMBER	The serial number of the RCN as assigned by the reporting activity.
RCN SEQUENCE CODE	A code to enable splitting out PQDRs that were originally written for multiple deficient items.

3.6.7. PQDR SUMMARY. Displays a partial PQDR record. The following fields will be displayed: Report Control Number, Preparation Date, Originator, Screening Point, Action Point,

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Support Point, CAGE, Cause, Defect Attribute, National Stock Number, Serial Number, Status, Description of Deficiency and Investigation Results.

QUALIFIERS:

DATE RANGE QUALIFIERS (MANDATORY - At least ONE)

PREPARATION DATE

The date the report was signed and forwarded to the Screening or Action point.

CLOSED DATE

The date of the letter/phone call indicating when the deficiency report was closed (notification of resolution of the deficiency and corrective action to prevent recurrence is in place) by the appropriate Screening Point or Originator.

ACTIVITIES

If the user wishes, they may further qualify their report by determining the DODAAC or Report Activity Group Type for the Originator, Action Point, Screening Point, Support Point, or Contract awarding Activity. Single click on the (Activities) tab, and the following qualifiers will appear:

ORIGINATING The government activity that found the deficiency and initiated the Product Quality Deficiency Report.

ACTION The government activity responsible for the investigation and resolution of the deficiency.

SCREENING The activity who will perform the screening point responsibilities: determine Action Point, establish distribution, monitor report status and evaluate and process responses. The Screening Point will review for proper categorization, validity, completeness and accuracy of data entries and resolve any disagreement. Recommend if investigation is in order or if the PQDR should be processed for information.

SUPPORT The activity assisting the Action Point (when requested) by conducting and providing results of a special analysis or investigation pertinent to the correction and prevention of a reported product deficiency.

CONTRACT The activity who awarded the contract (the first six digits of the contract number).

CAGE/STATUS (Optional)

The user may further wish to qualify their report by one or more CAGE Codes or one or more Status Codes. To select this option, simply single click on the tab marked (CAGE/Status).

CAGE CODES (Optional)

Contractor and Government Entity (CAGE) Code, as found on DLA Cataloging Handbook H4/H8 (tape).

STATUS CODES (Optional)

A drop down box will appear containing all the PQDR Status codes which indicate the current status of the investigation. Choose as many different status codes you wish your report to include.

CONTRACT

The user may further wish to qualify their report by one or more Contract Numbers. To select this option, simply single click on the tab marked (Contract):

CONTRACT NUMBER (Optional)

The Contract Number is comprised of the following:

Contract Activity: DODAAC of activity initiating the contract.

Contract Serial Number: The underlying contract serial number of the contract assigned by the contract issuing activity. The field includes the contract activity, serial number, order number, contract type designator and a four-position serial number.

Contract Order Number Order number is for blanket purchase agreements and basic ordering agreements.

NSN The user may further wish to qualify their report by receiving information on one or more National Stock Numbers (NSNs). To select this option, simply single click on the tab marked (NSN).

NSN (Optional)

May query on any parts of the National Stock Number. The National Stock Number is comprised of the following fields:

COG - A two character alphanumeric cognizant code used to identify and designate the Inventory Control Point office or agency, which exercises supply management. The first position is numeric and identifies the stores account. The entire code identifies the combined technical bureau/command and inventory manager having jurisdiction over the item.

FSC CODE - A four position Federal Supply Classification/Federal Service Code (FSC), from the FSC indexes Cataloging Handbook H2.

NIIN - National Item Identification Number for the item.

SMIC - Special Material Identification Code for a special material application.

DETAILS The user may further wish to qualify their report by receiving information for one Category, one or more SYSCOMs, or for Nuclear or Non-Nuclear material only. To select this option, simply single click on the tab marked (Details):

CATEGORY (Optional)

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A number indicating the type of deficiency report that was issued. A “1” represents Category 1 PQDRs and a “2” represents Category 2 PQDRs.

SYSCOM (Optional)

A code indicating the SYSCOM responsible for entering the PQDR into PDREP: (01) NAVSEA, (02) NAVAIR, (03) SPAWAR, (04) NAVFAC, and (05) NAVSUP.

MATERIAL TYPE (Optional)

Select the Nuclear box if you wish your report to contain only Nuclear application reports. Select Non-Nuclear is you wish your report to contain only Non-Nuclear information. NOTE: Applies to NAVSEA reports only. To obtain all information, leave both boxes unchecked.

3.6.8. RED/YELLOW/GREEN. Displays a report by FSC or contracting DODAAC listing the contractor’s current RYG Classification: Red (high risk), Yellow (moderate risk) or Green (low or no known risk). Classification designates the Navy’s risk of receiving a non-conforming product or late delivery based on past performance data. User can qualify the report by Contracting DODAAC, FSC or Color.

QUALIFIERS:

FSCs (Mandatory if Contract DODAAC is blank)

A four position Federal Supply Classification/Federal Service Code (FSC), from the FSC Indexes Cataloging Handbook H2.

CONTRACT DODAAC (Mandatory if FSC is blank)

Report uses the DODAAC listed in the contract number field (first 6 positions) to determine which classifications to display. When there’s a match, report will contain classifications for these contracts and FSCs.

CLASSIFICATION (Optional)

The user can select to view Red, Yellow, and/or Green classifications only.

SORT OPTION (MANDATORY)

The user can select how they wish to have their output sorted:

<u>OPTION</u>	<u>SORT ORDER</u>
Name	Name/CAGE/FSC
CAGE Code	CAGE/FSC
FSC	FSC/Contractors Name
Color	Color/Name/CAGE

3.6.9. SURVEYS. A report listing all surveys conducted at a specified contractor’s facility within a specified time frame. The report may be further qualified by selecting surveys associated with a particular reporting activity.

QUALIFIERS:

COMPLETION DATE RANGE (MANDATORY)

Report will display records added to the PDREP database that were conducted between the start and end dates entered.

REPORTING DODAAC (Optional)

Department of Defense Activity Address Code (DODAAC) of the reporting activity.

CAGE CODE (MANDATORY)

Contractor and Government Entity (CAGE) Code, as found on DLA Cataloging Handbook H4/H8 (tape).

3.7. METRIC REPORTS.

Metric reports provide graphical representation of data in the PDREP system. This chapter contains report descriptions and qualifiers for all of the Metric Reports. Once you have signed onto the PDREP system, to generate any metric report select Metric from the drop down box that appears when you click on the Reports tool bar button from the Main Menu.

WARNING: Metric reports can take up to 30 minutes to execute!

3.7.1. ALL RECORDS METRIC. This report provides a bar graph showing the number of Material Inspection Records (MIRs), Product Quality Deficiency Reports (PQDRs), Surveys, Special Quality Data, and Test Reports added to the PDREP Database by the specified Reporting Activity DODAAC(s).

QUALIFIERS:

ADD DATES (MANDATORY)

Report will use records that have been added to the PDREP database between the user specified Record Add Start Date and Record Add End Date.

DODAAC (MANDATORY - at least one entry)

The Department of Defense Activity Address Code (DODAAC) for activity who submitted the data to the PDREP database. User can enter multiple DODAACs. After entering a DODAAC use the ADD button to include the DODAAC in the selected DODAACs field.

3.7.2. MIR TOTALS BY YEAR. The number of MIRs that each SYSCOM, or only those selected, generated between 1992-1997.

QUALIFIERS:

SYSCOMs (Optional)

The SYSCOM responsible for entering the MIR into PDREP. Program default is ALL SYSCOMs.

3.7.3. PDREP CES/RYG COST AVOIDANCE. This represents a comparison of the dollar value of material inspected and rejected using the pre-RYG reject rate and current reject rates subsequent to implementation of RYG. If you select this report from the Metric Report Menu, the report will automatically execute (no qualifier screen will be displayed).

3.7.4. PDREP DEFECT ANALYSIS. Provides the defect rate for Stock System and CES/RYG procured materials that have been subjected to technical inspections. Calculations based on lots rejected from total lots received.

QUALIFIERS:

TYPE (MANDATORY – select at least one):

TIME FRAME

Produces a report that contains information for each fiscal year quarter of the current year and a total for the three fiscal years.

ACTIVITIES If activities is selected from the menu, the following qualifiers will appear:

DODAAC(s) (MANDATORY - at least one if ACTIVITIES is selected).

The Department of Defense Address Code for the activities that participated in Red/Yellow/Green that you wish information on.

FSCs If FSCs is selected from the menu, the following qualifiers will appear:

FSCs (MANDATORY - at least one if FSCs is selected.)

The Federal Supply Classification or Federal Service Code on which you which to built your report.

3.7.5. PDREP RYG ACTIVITY. Provides the number of RYG activities that submitted RYG award data and the total number of RYG procurements, along with the dollar value of those procurements. Following lists the report qualifiers:

TYPE (MANDATORY – select at least one)

ACTIVITIES

Produces a report that contains the number of activities currently using RYG.

\$ PROCURED

Produces a report that contains the dollar values for the awards made under RYG.

PROCUREMENTS

Produces a report that contains the number of procurements made under RYG.

3.7.6. PDREP UTILIZATION. This report allows the user to query the database and produce a report containing a graphical representation of the number of Users, the number of Activities those users represent, or the number of individual records on the PDREP database. If you select this from the Metric Report Menu, the following qualifiers will appear:

TYPE (MANDATORY – select at least one):

USERS

Produces a report that contains the total number of users of the PDREP system.

ACTIVITIES

Produces a report that contains the total number of activities accessing PDREP.

RECORDS

Produces a report that contains the total number records on the PDREP database.

3.7.7. PQDR AVERAGE CLOSING TIMES. The average number of days each SYSCOM uses to process a PQDR from origination to closing.

QUALIFIERS:

SYSCOMs (Optional)

The SYSCOM responsible for entering the PQDR into PDREP. Program default is ALL SYSCOMs.

3.7.8. PQDR STATISTICS. The report displays in a bar chart the number of Closed, Open, and Total PQDRs by SYSCOM found in the PDREP database.

QUALIFIERS:

SYSCOMs (Optional)

The SYSCOM responsible for entering the PQDR into PDREP. Program default is ALL SYSCOMs.

3.7.9. PQDR TOTALS BY YEAR. The number of PQDRs that each SYSCOM generated between a full five calendar year time period.

QUALIFIERS:

SYSCOMs (Optional)

The SYSCOM responsible for entering the PQDR into PDREP. Program default is ALL SYSCOMs.

3.7.10. TOTAL PDREP RECORDS. Provides the number of MIRs, PQDRs, and other records in the PDREP database. The report also includes total count.

QUALIFIERS:

ADD DATES (MANDATORY)

Report will use records that have been added to the PDREP database between the user specified Record Add Start Date and Record Add End Date.

3.8. MANAGEMENT REPORTS NON-GRAPHIC. Management Reports provide information on the entire PDREP system by SYSCOM. This chapter contains report descriptions and qualifiers for all of the Management Reports. Once you have signed onto the system, to generate any management report select the Reports tool bar button from the Main Menu. Next select Management from the drop down box.

3.8.1. ALL RECORDS BY REPORTING ACTIVITY. This report provides the counts of Material Inspection Records (MIRs), Product Quality Deficiency Reports (PQDRs), Surveys, Special

Quality Data, Test Reports, and Waiver/Deviations added to the PDREP Database by the specified Reporting Activity DODAAC(s). A Material Level Breakout of MIRs, PQDRs, and Surveys can also be displayed.

QUALIFIERS:

ADD DATES (MANDATORY)

Report will use records that have been added to the PDREP database between the user specified Record Add Start Date and Record Add End Date.

DODAAC (MANDATORY - at least one entry)

Department of Defense Activity Address Code (DODAAC) for the activity who submitted the data to the PDREP database. User can enter multiple DODAACs. After entering a DODAAC use the ADD button to include the DODAAC in the selected DODAACs field.

MATERIAL LEVEL BREAKOUT (MANDATORY)

Check whether or not you want a material level breakout for MIR, PQDR, and survey records.

3.8.2. PQDR AVERAGE PROCESSING TIMES. This report shows how long PQDRs remain open from the time the deficiency was discovered to closure, based on the user specified data range(s). All Management PQDR reports have the same six qualifier screens. In order to reduce repetitiveness, the screens will be displayed in this section for the PQDR screens. If you select "PQDR Average Processing Times", "PQDR Statistics", or "PQDR Tally" the following qualifier screens appear:

DATE RANGE QUALIFIERS (MANDATORY - Select at least one)

PREPARATION DATE

The date the report was signed and forwarded to the screening or action point.

CLOSED DATE

The date of the letter/phone call indicating when the deficiency report was closed (notification of resolution of the deficiency and corrective action to prevent recurrence is in place) by the appropriate Screening Point or Originator.

ADDED DATE

Date the record was added to the PDREP system. Option only displays on the PQDR Statistics and PQDR Tally reports.

ACTIVITIES

If the user wishes, they may further qualify their report by determining the DODAAC or Report Activity Group Type for the Originator, Action Point, Screening Point, Support Point, or Contract Awarding Activity.

ORIGINATING Activity that found the deficiency and issued the PQDR.

ACTION Activity responsible for the investigation and resolution of the deficiency.

SCREENING Activity performing the screening point responsibilities.

SUPPORT	Programming activity assisting the Action Point (when requested) by conducting and providing results of a special analysis or investigation pertinent to the correction and prevention of a reported product deficiency.
CONTRACT	Activity who awarded the contract (the first six digits of the contract number).
DODAAC	Department of Defense Activity Address Code.
TYPE	Activity group table for the activity checked.

CAGE/STATUS. The user may further wish to qualify their report by one or more CAGE Codes or one or more Status Codes. To select this option, simply single click on the tab marked (CAGE/Status):

CAGE (Optional)

Contractor and Government Entity (CAGE) Code, as found on DLA Cataloging Handbook H4/H8 (tape).

STATUS (Optional)

A drop down box will appear containing all the PQDR Status codes which indicate the current status of the investigation. Choose as many different status codes as you wish to be included in your report.

CONTRACT. The user may further wish to qualify their report by entering one or more contract numbers. To select this option, simply click on the tab marked (Contract).

The Contract Number is comprised of the following:

Contract Activity	DODAAC of activity initiating the contract.
Contract Serial Number	The underlying contract serial number of the contract assigned by the contract issuing activity. The field includes the year, contract type designator and a four-position serial number.
Order Number	Order number is for blanket purchase agreements.

NATIONAL STOCK NUMBER (NSN) The user may further wish to qualify their report by entering one or more NSN or parts of an NSN. To select this option, single click on the tab marked (NSN) and enter the following:

NATIONAL STOCK NUMBER (Optional) Consists of:

COG - A two character alphanumeric cognizant code used to identify and designate the Inventory Control Point office or agency that exercises supply management. The first position is numeric and identifies the stores account. The entire code identifies the combined technical bureau/ command and inventory manager having jurisdiction over the item.

FSC CODE - A four position Federal Supply Classification/Federal Service Code (FSC) code, from the FSC indexes Cataloging Handbook H2.

NIIN - National Item Identification Number for the item.

SMIC - Designator (Special Material ID Code) for a special material application.

DETAILS The user may further wish to qualify their report by selecting the category, SYSCOMs, and/or elect to include Nuclear or Non-Nuclear material to be part of the report. To select this option, single click on the tab marked (Details).

CATEGORY (Optional)

A number indicating the type of deficiency report that was issued. A “1” represents Category 1 PQDRs and a “2” represents Category 2 PQDRs.

SYSCOMs (Optional)

A code indicating the SYSCOM responsible for entering the PQDR into PDREP and who has cognizance over the material referenced in the PQDR.

MATERIAL TYPES (Optional)

You may enter whether you want a report containing data on Nuclear or Non-Nuclear applications only. Applies to NAVSEA activities only.

3.8.3. PQDR STATISTICS. The report displays counts for Government Furnished Material, Non-Government Furnished Material and Total for open and closed PQDRs and breakout or (closed, verified with actions complete PQDRs). See Section 3.8.2 for qualifier screens and definitions.

3.8.4. PQDR TALLY. Displays prepared, canceled, closed and open PQDRs for the qualifiers selected. The user must at least enter the preparation date. See Section 3.8.2 for qualifier screens and definitions.

3.9. SPECIAL REPORTS. Special Reports provide information in the PDREP system as requested by specific field activities. This section contains report descriptions and qualifiers for all of the Special Reports. Once you have signed onto the system, to generate any Special report select the Report tool bar button from the Main Menu. Next select Special from the drop down box.

3.9.1. CIM SPECIFICATION/NSN ANALYSIS. Controlled Industrial Material (CIM) National Stock Number reports are management summary reports that show overall defect rate by NSN or specification for specific time frame. Information is from the Material Inspection Records (MIRs) received in the PDREP database.

QUALIFIERS:

REPORT TYPE (MANDATORY)

User must select the type of report they desire. Options are: (1) Specification, (2) National Stock Number, (3) Material Marking by Specification, or (4) Material. Marking by NSN. System default is Specification.

CIM OPTIONS (Optional)

User can select the CIM fields of interest: CIM Material, NSN, or Specification.

INSPECTION DATES (MANDATORY)

User must enter a start and end Inspection Date range

3.9.2. DLA RED/YELLOW/GREEN. Displays contractor's current Red and/or Yellow RYG Classifications by Defense Contract Management District (DCMD) or Defense Contract Management Administrative Office (DCMAO). The user can limit the report by DCMD, DCMAO or classification.

QUALIFIERS:

CLASSIFICATION (Optional)

User can select to view Red and/or Yellow contractors on the report. System default is both Red and Yellow classifications.

TYPE (Optional)

User can select either Delivery or Quality factor.

DCMAO (Optional)

User can select to enter the DODAAC of a single DCMAO or to see all DCMAOs on the report.

DCMD (Optional)

User can select a specific DCMD from the drop down box. System default is all DCMDs.

3.9.3. DLA RIGHT ITEM.

QUALIFIERS:

ADDED DATE (MANDATORY)

User must enter date item was added.

CONTRACT YEAR (MANDATORY)

User must enter year of contract

3.9.4. DLA SALT FEDERAL STOCK CLASS. Identifies the National Item Identification Numbers (NIINs) tested during a specified time frame for a specific FSC. The report also identifies the test report number and CAGE code associated with the NIIN.

QUALIFIERS:

TEST DATE (MANDATORY)

Enter date item was tested.

FSC: (MANDATORY)

Enter the Federal Stock Classification of the item.

3.9.5. DLA SALT STOCK AVAILABILITY. Lists the top twenty National Item Identification Numbers (NIINs) with the highest lab test failure rate. The failure rate is based on the number of critical and major defects for a NIIN.

QUALIFIERS:

TEST DATE (MANDATORY)

Date item was tested.

FSC (Optional)

Federal Stock Classification of an item.

NSN (Optional)

National Stock Number of an item.

3.9.6. DLA SALT TAKE ACTION. Lists the top twenty contractors with the highest lab test failure rate by CAGE code. The failure report is based on the number of critical and major defects for a CAGE code.

QUALIFIERS:

TEST DATE (MANDATORY)

Enter date item was tested.

FSC (Optional)

Federal Stock Classification of an item.

NSN (Optional)

National Stock Number of an item.

3.9.7. LI/SS APPROVED ENGINEERING ALTERNATIVE. The Approved Engineering Alternative (AEA) Program was developed to create a record of any one-time material deviations, waivers, and PQDRs approved by NAVSEALOGCEN for LI/SS materials produced under SPCC contracts. This report details records of these approved non-conformances. User can retrieve data by Purchase Referral Key, National Item Identification Number (NIIN), or Contract Number.

QUALIFIERS: (One must be selected)

CONTRACT NUMBER The Contract Number is comprised of the following:

Contract Activity DODAAC of activity initiating the contract.

Contract Serial Number The underlying contract serial number of the contract assigned by the contract issuing activity. The field includes the year, contract type designator and a four position serial number.

Contract Order Number Order number is for blanket purchase agreements.

NIIN National Item Identification Number for an item.

PURCHASE REFERRAL SERIAL NUMBER Serial number assigned by NAVSEALOG for each purchase referral reported under the Level 1/SubSafe Approved Engineering Alternative Report

3.9.8. MIR ATTRIBUTE SAMPLING PLAN. Reports whether inspections on a specific contractor and FSC should be increased, decreased, or conducted at normal levels. The contractor's past quality history based on lot size and inspection attribute determines the degree of inspection. MIRs calculated must be on N00104 contracts and inspected by N00102, N00221, or N00109 DODAACs.

QUALIFIERS:

MIR SERIAL NUMBER (MANDATORY)

Unique serial number comprised of the year (2 positions) and a unique reporting activity assigned number (6 positions) being assigned to a new lot undergoing inspection.

CAGE CODE (MANDATORY)

Contractor and Government Entity (CAGE) Code, as found on DLA Cataloging Handbook H4/H8 (tape).

LOT SIZE (MANDATORY)

Total number of production units in the lot to be inspected.

FSC CODE (MANDATORY)

A four position Federal Supply Classification/Federal Service Code (FSC), from the FSC Indexes Cataloging Handbook H2

3.9.9. MIR LI/SS QUARTERLY. Lists Material Inspection Record (MIR) totals by DCMD and DCMAO for all Level I/SubSafe Government Source Inspected MIRs inspected during the specified year and quarter. The user can choose to run a history, summary, or detail report.

QUALIFIERS:

REPORT TYPE (MANDATORY)

User must select one of the following report types: Detail, History or Summary.

YEAR (MANDATORY)

Enter the last two positions of the year that the report is to cover.

QUARTER (MANDATORY)

Enter the quarter (1-4) that the report is to cover.

REGION (MANDATORY)

Select from the drop down box the DCMD to be covered by the report. System default is ALL.

3.10. SEARCH. SEARCH allows the user to locate records in the PDREP database by CAGE, DODAAC, or FSC for a particular time frame. Search by CAGE Code is the system default. The user must enter the specified search criteria in this box. For example, if CAGE CODE has been selected in

the Search By Box, the user must enter a valid CAGE CODE in the box. The system default is 1 year from today's date. However, the user can enter any valid date range. After entering desired qualifiers, the report will appear (with record types that have data in PDREP displaying in a different color):

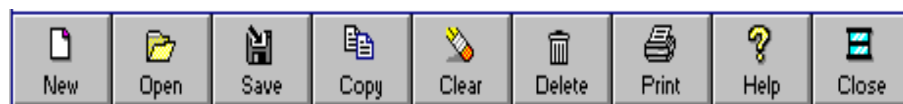
To see the records under a particular record type, double click on the record type and the screen showing individual serial number will be displayed

3.11. VIEW. View allows the user to display all the data fields in the database for an individual record. When the View button is selected a list of all available records in PDREP that a user can view will display. Select the record to view, by single clicking on the record name. When a record type is selected, you will be asked to submit key data fields in order to access the record. The user must enter a valid FSC. All the fields in the PDREP database will appear for the record type selected and the serial number information provided. To view an individual record, double click on the record and the View option will be initiated

3.12. ONLINE. Online allows users to add, change, and delete their activity's records from the PDREP system. This chapter contains record and data field descriptions for all of the records available for PDREP user updating. Once you have signed onto the PDREP system, to generate the online function select the Online tool bar button from the Main Menu. A list of records you can add or modify will be listed in the box on the left side of your window. Select the record type to be updated by single clicking on the record. Fields not in parenthesis are required in order to add a record to the PDREP database.

NOTE: Data Elements for listed records are found in Section 3.15. The Coded Values are found in Section 3.16.

TOOL BAR. Once Online has been selected from the Main Menu, the Online Tool Bar as follows will appear:



NEW Provides access to a new record of the same type previously selected. After single clicking on new you may enter the serial number information. If the record is present on the database, it will appear in the data windows. If the record is not present, a blank record will appear which can be used to add the record onto the PDREP system.

OPEN Allows a user to open a previously stored record submitted by their activity. Once the Open button is selected, a box appears with the information required to access a record.

SAVE Saves a new or modified record. The microhelp prompt in the bottom left corner of the screen will say "Saving Record" when this button is depressed. When the record has been saved on the PDREP database, a window will appear stating "Record updated".

COPY	Allows the user to copy the current record displayed in the window so they may add a new record to the database by changing the serial number information and any other fields, as needed.
CLEAR	Allows the user to clear all data entered.
DELETE	Allows the user to delete the record displaying on their screen from the PDREP database.
PRINT	Prints the record displayed on your screen to a local printer.
HELP	Provides access to HELP CONTENTS .
CLOSE	Closes the current window and returns you to the MAIN MENU. This will not exit the user from the PDREP application.

3.12.1. MATERIAL INSPECTION RECORD (MIR). This record allows the user to documented a receipt inspection. To add, change or delete a MIR, select this record type from the drop down box, and then enter the MIR NUMBER, which is comprised of the following:

Reporting Activity	Enter the DODAAC of the originator of the MIR(6 positions).
Serial Number	Enter the serial number of the MIR (8 positions).

3.12.2. PROBLEM REPORTING (CSRs). This record allows users to comment on problems being experienced with PDREP, to request a new report, or make changes to an existing report. To add, change or delete a CSR, select this record type from the drop down box, and then enter the CSR Number (for new CSRs a number will be generated by the application).

3.12.3. PRODUCT QUALITY DEFICIENCY REPORTS. This record allows users to enter data pertinent to a Product Quality Deficiency Report. To add, change or delete a PQDR, select this record type from the drop down box, and then enter the RCN, which is comprised of the following:

RCN Activity	Six position DODAAC of the originating activity.
RCN Year	Two digit calendar year the deficiency report was issued.
RCN Serial Number	Four digit sequential serial number assigned by the originating activity.
RCN Sequence Code	The sequence code is for NAVAIR and NAVSUP use only. Hit the space bar twice to pass this field.

3.12.4. PRODUCT QUALITY DEFICIENCY REPORTS CLOSURE. This screen allows the user to close a previously entered Product Quality Deficiency Report (PQDR) without having to view all fields of the PQDR. Only those fields needed for closing are displayed on this screen. Some of the closing screen fields may already contain data. If the data is correct as displayed on the screen there is no reason to reenter the information. In order to access this screen the user must enter the RCN, comprised of the following:

RCN Activity	Six position DODAAC of the originating activity.
RCN Year	Two digit calendar year the deficiency report was issued.
RCN Serial Number	Four digit sequential serial number assigned by the originating activity.
RCN Sequence Code	The sequence code is for NAVAIR and NAVSUP use only. Hit the space bar twice to pass this field.

3.12.5. PRODUCT QUALITY DEFICIENCY REPORTS FOLLOW-UP. Allows the user to track when follow-up (tracer) actions have been initiated. In order to access this screen, select this record option from the drop down box and click on the OPEN button and enter the following information:

RCN Activity	Six position DODAAC of the originating activity.
RCN Year	Two digit calendar year the deficiency report was issued.
RCN Serial Number	Four digit sequential serial number assigned by the originating activity.
RCN Sequence Code	The sequence code is for NAVAIR and NAVSUP use only. Hit the space bar twice to pass this field.

NOTE: To enter more than one follow-up action, press “NEW” or each additional action

3.12.6. SPECIAL QUALITY DATA. Special Quality Data types include: Surveys of subcontractors performed by prime contractors, telephone calls relating quality information, contractor visits/interface meetings, corrective actions, suspected cases of fraud or malpractice, etc. To add, change or delete a Special Quality Data record, select this record type from the drop down box, and then enter the following:

Reporting Activity	DODAAC for the activity entering the special quality data.
Serial Number	Serial number assigned by the reporting activity (for an add, leave this blank and the application will assign a serial number).

3.12.7. SURVEY. Survey types include Pre-Award, Post-Award, Special Surveys requested by or performed by Naval activities. To add, change or delete a Survey, select this record type from the drop down box and enter the following:

Requesting Activity	DODAAC of (Naval) activity who requested the survey be conducted.
Serial Number	Unique serial number assigned to each record by the requesting activity (for an add, leave this blank and the application will assign a serial number).

3.12.8. TEST REPORTS. Is a method for collecting First Article, Production Lot Testing, and Periodic Sampling Tests data for analytical purposes (both positive and negative). Also an aid in determining a supplier’s performance and/or responsiveness. To add, change or delete a Test Report, select this record type from the drop down box and enter the following:

Requesting Activity	DODAAC for the reporting activity.
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Serial Number	Serial number assigned by the reporting activity to each record (for an add, leave this blank and the application will assign a serial number).
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3.13. EXTRACT. Extract allows authorized NAVICP Mechanicsburg and NAVSEALOGCEN users to extract specific data from the PDREP database to a system at their facility.

3.13.1. NAVICP. NAVICP authorized users should select NAVICP from the drop down menu and then select the following button:

UPDATE CAGE CODES

Allows authorized users to select import file that contains CAGE codes on which information is desired.

DOWNLOAD EXTRACT DATA

For the CAGE Codes in the file, produces an extract report requested by NAVICP Mechanicsburg that contains CAGE code and other PDREP information.

CLOSE

Closes the window and returns user to Main Menu

3.13.2. NAVSEALOG. NAVSEALOG authorized users should select NAVICP from the drop down menu and then enter the following information:

ADD DATE Records added during the supplied date range will be downloaded.

OK Generates report.

PRINT Prints report.

CANCEL Cancels request and returns user to Main Menu.

3.14. BATCH. Allows users to download data directly to the PDREP client-server for updating that evening. It also allows the user to retrieve the error listings from the batched reports. If Batch is selected from the Main Menu, the user then has the option to select Load Data or Batch Report

3.14.1. LOAD DATA. This functions allows users to send formatted text files to the PDREP database for updating of the system. Each night the PDREP database is updated to include information provided in these load documents. Select "LOAD" to add data to the alpha. Once load is depressed a "Select Data File" window like below will appear. Select the file to be upload and hit the OK button. The percentage block will show the user how much of the file has been upload. Once upload is completed, hit the Close button to return to the Main Menu

3.14.2. BATCH REPORT. This functions allows users to review error listings from reports previously loaded onto the PDREP database. The report contains the Batch Number (assigned by NSLCDDET PTSMH), Filename (name of file user forwarded to PDREP), Process Date (date the file was processed and information was stored on the database). User can select to exclude warnings of records that were added to the database.

3.15. DATA FIELD DEFINITIONS.

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DATA FIELD DEFINITIONS**BULLETINS**

ELEMENT NAME	TYPE	LEN	DESCRIPTION
ADDED DATE	DATE	9	Date the record was added to the database.
CAGE CODE	CHAR	5	Contractor and Government Entity (CAGE) Code, found on DLA Cataloging Handbook H4/H8 (tape), of the contractor referenced in the report.
CLASSIFICATION	NUM	1	Indicates if record should be classified Yellow or Red and used in RYG.
CLASSIFICATION LITERAL	CHAR	40	Displays the literal for the classification code.
COMPLETION DATE	DATE	9	Date that all Bulletin actions are completed.
COMPANY NAME	CHAR	36	Name of the company as found in the DLA Cataloging Handbook H4/H8.
CORRECTIVE ACTION COMP DATE	DATE	9	Date that corrective actions are completed.
FSC	CHAR	4	Code of the Federal Supply Classification referenced in the record.
FSC MATERIAL DESCRIPTION	CHAR	25	Brief description of the material reference in the record
ISSUE DATE	DATE	9	Date the report was issued
NARRATIVE	LONG		Detailed explanation of the record findings/actions
SERIAL NUMBER	CHAR	7	Bulletin letter serial number that can be found on the referenced hard copy.
SUBCONTRACTOR CAGE CODE	CHAR	5	Contractor and Government Entity(CAGE for a sub-contractor, if any.
UPDATE DATE	DATE.	9	Date record was last updated on database

CAGE

ELEMENT NAME	TYPE	LEN	DESCRIPTION
CAGE CODE	CHAR	5	Contractor and Government Entity Code (CAGE), as found on DLA Cataloging Handbook H4/H8 for the contractor or government activity.
CITY	CHAR	20	Name of the city where the contractor is located.
COMPANY NAME(1)	CHAR	25	First line of the company's name.
COMPANY NAME(2)	CHAR	25	Second line of the company's name.
COMPANY NAME(3)	CHAR	25	Third line of the company's name.
CONTRACT ADMIN OFFICE	CHAR	6	DODAAC of the CAO for the contractor.
COUNTRY CODE	CHAR	2	Abbreviation for countries other than USA (see Section 3.16 CAGE).
DEBARMENT CODE	CHAR	1	Code for the type of debarment/suspension (see Section 3.16 CAGE).
DEBARMENT DATE	DATE	9	Date until debarment is effective.
DUNS NUMBER	CHAR	9	A Dunn and Bradstreet registration number.
GOVERNMENT IND	CHAR	1	Indicates whether or not a contractor is also a government activity.
MANUFACTURER IND	CHAR	1	Indicates whether or not a contractor is a manufacturer.
PO BOX NUMBER	CHAR	7	Post Office Box Number, if applicable.
POINT OF CONTACT FIRST NAME	CHAR	16	Point of Contact first name.
POINT OF CONTACT LAST NAME	CHAR	20	Point of Contact last name.
REPLACE CAGE CODE	CHAR	5	A CAGE code which points to the very next cage code held by a contractor.
SMALL BUSINESS CODE	CHAR	1	Indicates whether or not a contractor is classified as a Small or Disadvantage Business.
STATE	CHAR	2	State abbreviation (see Section 3.16)
STATUS	CHAR	1	A code indicating the current status of the investigation (see Section 3.16)
STREET ADDRESS	CHAR	36	Street address of contractor, if applicable.
TELEPHONE NUMBER	NUM	12	Contractor's telephone number, including area code.
UPDATE DATE	DATE	9	Date on which the record was changed due to an update.
ZIP CODE	CHAR	5	First five position of the zip code.
ZIP CODE EXTENSION	CHAR	4	Sixth through ninth positions of the zip code.

CONTRACTOR ALERT LIST (CAL)

ELEMENT NAME	TYPE	LEN	DESCRIPTION
CAGE CODE	CHAR	5	Contractor and Government Entity Cataloging Handbook H4/H8 (tape), of the contractor referenced in the report.
COMPANY NAME	CHAR	36	Name of the company as found in the DLA Cataloging Handbook H4/H8.
PREPARATION DATE	DATE	9	Date the report was prepared.
REASON CODE	NUM	2	Code for reason for placement on the CAL report. (15 allowed)
STATUS CODE	CHAR	1	Code for the recommended actions or contractor status on the CAL record.

CONTRACT AWARD DATA

ELEMENT NAME	TYPE	LEN	DESCRIPTION
ADDED DATE	DATE	9	Date the record was added to the database.
AWARD DATE	DATE	9	Date contract was awarded.
CAGE CODE	CHAR	5	A five position Contractor and Government Entity (CAGE) code for the contractor referenced in the record.
CONTRACT ACTIVITY	CHAR	6	Activity that initiated the contract.
CONTRACT ADMIN OFFICE	CHAR	6	DODAAC of the Contract Administrative Office (CAO) for the contract.
CONTRACT ITEM NUMBER	CHAR	6	Contract line item associated with the award.
CONTRACT NUMBER	CHAR	28	An identification number of the contract under which the defective/deficient item/ commodity was purchased or reworked. Consist of Contract DODAAC, Serial Number and Order Number.
CONTRACT ORDER NUMBER	CHAR	13	Contract order number associated with the award.
CONTRACT REQUIRED DATE	DATE	9	Date product is to be delivered.
DELIVERY DATE	DATE	9	Date product is received.
FSC	CHAR	4	A four position Federal Supply Classification (FSC) code, from the FSC indexes Cataloging Handbook H2, for the deficient material.
PRICE	NUM		Dollar value of awarded contract.
QUANTITY	NUM		Number of pieces in contract.
UNITS	CHAR	2	Number of pieces received.
UPDATE ACTIVITY	CHAR	12	User code of an individual updating a record on-line or the DODAAC of the activity updating the record in batch.
UPDATE DATE	CHAR	9	Computer generated date indicating the date of the most recent revision to the deficiency report.

DODAAC

ELEMENT NAME	TYPE	LEN	DESCRIPTION
ACTIVITY GROUP	NUM	2	Groupings of Navy facilities by function or type (see Section 3.16 -DODAAC Reporting Activity Group).
ACTIVITY NAME(1)	CHAR	40	Name of the activity.
ACTIVITY NAME(2)	CHAR	40	Second line for the activity's name.
ACTIVITY SHORT NAME	CHAR	20	A short title for the activity.
ADMIN OFFICE IND	CHAR	1	Indicates whether or not the activity has CAO responsibilities.
CITY	CHAR	20	Name of city where the activity is located.
DCMD	CHAR	2	Abbreviation for the Defense Contract Management District (DCMD) under which a Defense Contract Management Administration Office (DCMAO) is included.(see Section 3.16 DODAAC CAS Id).
DODAAC	CHAR	6	Department of Defense Activity Address Code.
PO BOX NUMBER	CHAR	7	Post Office Box number, if applicable.
STATE	CHAR	2	State abbreviation for the activity's location (see Section 3.16 – CAGE).
STREET ADDRESS(1)	CHAR	40	Street address of activity (first line).
STREET ADDRESS(2)	CHAR	40	Street address of activity (second line).
SYSKOM CODE	NUM	2	Code representing the SYSKOM/branch of the service under which the activity is grouped (see Section 3.16).
ZIP CODE	NUM	5	First five positions of the zip code for the activity.
ZIP CODE EXTENSION	NUM	4	Positions 6-9 of the activity's zip code.

FSC

ELEMENT NAME	TYPE	LEN	DESCRIPTION
FSC	CHAR	4	A four position Federal Supply Classification (FSC) Code from the FSC Indexes Cataloging Handbook H2.
FSC FULL DESCRIPTION	CHAR	40	A long name for the commodity.
FSC MATERIAL DESCRIPTION	CHAR	25	Brief description of the material referenced in the record.
RYG IND	CHAR	1	Indicates if this FSC is to be used in RYG or not.

GIDEP ALERTS

ELEMENT NAME	TYPE	LEN	DESCRIPTION
ADDED DATE	DATE	9	Date the record was added to the database.
CAGE CODE	CHAR	5	Contractor and Government Entity (CAGE) code, as found in the DLA Cataloging Handbook H4/H8 (tape), of the contractor referenced in the report.
COMPANY NAME	CHAR	36	Name of the company as found in the DLA Cataloging Handbook H4/H8.
COMPLETION DATE	DATE	9	Date GIDEP has all actions completed.
DEFECT CLASS	NUM	2	Code for the criticality degree of the defect (see Section 3.16)
FSC	CHAR	4	Federal Supply Classification (FSC) code from the FSC Indexes Handbook H2.
FSC MATERIAL DESCRIPTION	CHAR	25	Brief description of the referenced in the record.
ISSUE DATE	DATE	9	Date the GIDEP report was issued.
NARRATIVE	LONG		Detailed explanation of the test.
REPORT CRITICALITY COCE	NUM	2	Code for the type (critical, major, minor, info) of report.
SERIAL NUMBER	CHAR	6	Unique number assigned to each GIDEP report.
UPDATE DATE	DATE	9	Date the record was last updated on the database.

MATERIAL INSPECTION RECORDS

ELEMENT NAME	TYPE	LEN	DESCRIPTION
ADDED DATE	DATE	9	Date the record was added to the database.
CAGE CODE	CHAR	5	Contractor and Government Entity (CAGE) code, as found in the DLA Cataloging Handbook H4/H8 (tape), of the contractor referenced in the report.
CALL NUMBER	CHAR	15	NAWCAC Indianapolis special number used for contract designation.
CERTIFYING ACTIVITY DESIGNATOR	CHAR	2	Designator provided in NAVSAE 0948-LP 045-7010 Vol. 1 Sub-Safe material only.
COG	CHAR	2	A two character alphanumeric cognizant code, from the federal Supply Catalog ML Management Data List C1 Volume 2.
COMPANY NAME	CHAR	25	Name of the company as found in the DLA Cataloging Handbook H4/H8.
CONTRACT ADMIN OFFICE	CHAR	6	Activity who has contract administration over referenced contract.
CONTRACT DODAAC	CHAR	6	The contract DODAAC is the DODAAC of the activity that initiated the contract.
CONTRACT NUMBER	CHAR	17	The contract number is an identification number of the contract under which the defective/deficient item/commodity was purchased or reworked. The Number is comprised of Contract DODAAC, Contract Serial Number and Contract Order Number.
CONTRACT ORDER NUMBER	CHAR	4	The contract order number is most often a Four-character number, except for order numbers written by NWAC
CONTRACT SERIAL NUMBER	CHAR	7	The underlying contract serial number of the contract number, assigned by the contract issuing activity.
CONTRACTOR LIABLE IND	CHAR	1	Indicates whether or not the contractor is responsible for any reported defect.
DEFECT CLASS	NUM	2	Code for the criticality degree of the defect (see Section 3.16).
DEFECTIVE REPORT NUMBER	CHAR	20	Internal Defective Material Report number for rejected lots.
DEFECTIVE UNITS	NUM	6	Number of units that were inspected and found defective.
DOLLAR VALUE RECEIVED	NUM	7	Whole dollar value of the inspected lot.
DOLLAR VALUE REJECTED	NUM	7	Whole dollar value of the units rejected based on the reported inspection
DRAWING NUMBER	CHAR	25	Drawing number on which the material was procured

FABRICATION SPECIFICATION	CHAR	25	Specification required by the contract for material fabrication.
FSC	CHAR	4	Code (Federal Supply Classification) for the material referenced in the record.
FSC MATERIAL DESCRIPTION	CHAR	25	Brief description of the material referenced in the record.
GOVT SOURCE INSPECTION IND	CHAR	1	Indicates whether or not the contract has GSI invoked.
HEAT NUMBER	CHAR	10	Heat, batch, or lot number providing traceability of material to its objective quality evidence.
INSPECTION ATTRIBUTE	NUM	2	Code for the attribute inspected (see Section 3.16).
INSPECTION DATE	DATE	9	Date the inspection was performed.
INSPECTION TYPE	CHAR	1	Code for the type of inspection performed on the attribute.
INSPECTION UNITS	NUM	6	Number of units inspected per attribute.
LOT SIZE	NUM	6	Total number of product units in the lot to which the MIR pertains.
LOW SERIAL NUMBER	NUM	3	Indicates lowest number for a range of MIR numbers covered by one MIR document.
MATERIAL ID CODE DESIGNATOR	CHAR	6	MIC for piping systems as found in NAVSEA Manual 0948-LP-045-7010 (SEA only).
MATERIAL LEVEL CODE	NUM	2	Code for the level of essentiality (SEA item) (see Section 3.16)
MATERIAL SPECIFICATION	CHAR	25	Specification required by the contract for the material.
NATIONAL STOCK NUMBER (NSN)	CHAR	20	National Stock Number comprised of COG, FSC, NIIN, and SMIC.
NIIN	CHAR	9	National Item ID Number code for the item.
PQDR RCN	CHAR	16	The PQDR, if reported, issued on a rejected lot. The PQDR RCN is comprised of a six position RCN DODAAC, two position RCN YEAR, four position RCN SERIAL NUMBER, and two position RCN SEQUENCE NUMBER.
RECALL IND	CHAR	1	Used exclusively for Level I material and indicates if defect material was recalled from stock from NAVICP Mechanicsburg.
REJECT IND	CHAR	1	Indicates whether or not the lot was rejected based on inspection findings.
REPORTING ACTIVITY	CHAR	20	Provides the Plan Language Address for the reporting DODAAC
REPORTING DODAAC	CHAR	6	Department of Defense Activity Address Code (DODAAC) of the reporting activity.
SERIAL NUMBER	CHAR	8	Unique serial number comprised of the year (2 positions) and the activity assigned Serial Number (6 positions).

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SHIP/PROJECT NUMBER	CHAR	15	Name, number, ship hull type, aircraft number or with non-ship/air work projects, the project code.
SMIC	CHAR	2	Designator (Special Material ID Code) for a special material application.
SUBCONTRACTOR CAGE CODE	CHAR	5	Contractor or Government Entity (CAGE) code for a sub-contractor.
UNITS RECEIVED	NUM	6	Total number of units received asreferenced in the contract.
UNITS REJECTED	NUM	6	Total number of units rejected based on the reported inspection.
UPDATE ACTIVITY	CHAR	12	User code of an individual updating a record on-line or the DODAAC of the activity updating the record in batch.
UPDATE DATE	DATE	9	Date the record was last updated on the database.
USED IN RYG	CHAR	1	Indicates whether record should be used in RYG evaluation.

METHOD C/D/E

ELEMENT NAME	TYPE	LEN	DESCRIPTION
ADDED DATE	DATE	9	Date the record was added to the database.
CAGE CODE	CHAR	5	Contractor and Government Entity (CAGE) Code, as found on DLA Cataloging Handbook H4/H8 (tape), of the contractor referenced in the report.
CLOSED DATE	DATE	9	Date the Method C/D/E was closed by the cognizant DLA element.
COMPANY NAME	CHAR	36	Name of the company as found in the DLA Cataloging Handbook H4/H8.
CORRECTIVE ACTION TYPE CODE	CHAR	1	Code to indicate the type of corrective action taken.
FSC	CHAR	4	Code of the Federal Supply Classification referenced in the record.
FSC MATERIAL DESCRIPTION	CHAR	25	Brief description of the material referenced in the record.
ISSUE DATE	DATE	9	Date the method was invoked.
SERIAL NUMBER	CHAR	5	Unique number assigned to each record.
UPDATE DATE	DATE	9	Date the record was last updated

PRIME CONTRACTOR DATA

ELEMENT NAME	TYPE	LEN	DESCRIPTION
ADDED DATE	DATE	9	Date the record was added to the database.
APPROVAL LETTER	CHAR	12	Serial number of survey.
APPROVING AGENCY	CHAR	6	Office within EB that evaluated contractor (EBPQA).
CITY	CHAR	15	City the contractor is located.
COMPANY NAME	CHAR	25	Name of the company as found in the DLA Cataloging Handbook H4/H8.
EVALUATION DATE	DATE	9	Date the contractor's overall status (approved, disapproved) was evaluated.
EXPIRATION DATE	DATE	9	date the contractor's overall status (approved, disapproved) will expire.
FAX NUMBER	CHAR	12	Contractor's fax number
QUALITY HOLD CODE	CHAR	1	Contractor status (approved, disapproved, inactive, shut-off, etc.)
QUALITY LEVEL CODE	CHAR	1	Certified quality level (Mil-I-45208, Mil-Q-9858, ISO 9001, etc.)
QUALITY RATING	NUM	.	Receipt inspection acceptance rate
REPORTING DODAAC	CHAR	6	The Department of Defense Activity Address Code (DODAAC) of the reporting activity.
STATE	CHAR	2	State abbreviation for the activity/company location.

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STREET ADDRESS (1)	CHAR	30	Street address of activity/company (first line)
STREET ADDRESS (2)	CHAR	30	Street address of activity/company (second line).
STREET ADDRESS (3)	CHAR	30	Street address of activity/company (third line).
SUBCONTRACTOR CAGE CODE	CHAR	5	Contractor cage code.
SUPPLIER CODE	CHAR	7	Code assigned to contractor by prime contractor.
SUPPLIER NAME (1)	CHAR	30	Contractor name.
SUPPLIER NAME (2)	CHAR	30	Contractor name (continuation, division, etc)
SURVEY DATE	DATE	9	Date survey was performed.
SURVEY RESULTS CODE	CHAR	1	Results of survey (system approved.)
SURVEY TYPE CODE	CHAR	1	Survey type (desk, site).
TELEPHONE NUMBER	CHAR	12	Contractor telephone number.
UPDATE DATE	DATE	9	Date record was last updated.
ZIP CODE	CHAR	5	First five digits of zip code.
ZIP CODE EXTENSION	CHAR	4	If using a 9-digit zip code, the last 4 numbers

PRODUCT QUALITY DEFICIENCY REPORTS

ELEMENT NAME	TYPE	LEN	DESCRIPTION
ACTION POINT DODAAC	CHAR	6	The Department of Defense Activity Address Code (DODAAC) of the activity responsible for the investigation and resolution of the deficiency.
ACTION POINT NAME	CHAR	30	Name of the Point of Contact at the action point.
ACTION POINT RELEASE DATE	DATE	9	The date when the Action Point released/forwarded the deficiency report.
ACTION RCN	CHAR	16	If RCN is info, the action RCN is reference.
ADDED DATE	DATE	9	Computer generated date indicating date deficiency report entered into PDREP.
BASE ITEM TYPE	CHAR	7	Codes used by NAVAIR to identify aircraft.
CAGE CODE	CHAR	5	A five digit CAGE (Contractor and Government Facility) Code, from the DLA cataloging Handbook H4/H8, for the contractor or government activity identified in Block 7a of aPQDR
CASE CONTROL NUMBER	CHAR	20	A number assigned by NAVSUP to the PQDRs.
CASE REOPENED DATE	DATE	9	A date designating when a PQDR is reopened.
CATEGORY	NUM	1	A number (1 or 2) designating the category of the PQDR per the SECNAVINST.
CATEGORY 1 JUSTIFICATION	CHAR	9999	Narrative explaining justification for issuing RCN as a category 1.
CAUSE CODE	CHAR	2	A code explaining the cause of the deficiency (design, procurement, quality, etc.).
CLOSED DATE	DATE	9	The date indicating when the deficiency report was closed (all actions complete).
COG	CHAR	2	A two character alphanumeric cognizant code, from the Federal Supply Catalog ML Management Data List C1 Vol.2.
COMPANY NAME	CHAR	25	Name of the company as found in the DLA Cataloging Handbook H4/H8.
CONTRACT DODAAC	CHAR	6	The DODAAC of the activity that initiated the contract.
CONTRACT NUMBER	CHAR	19	An identification number of the contract under which the defective/deficient item/ commodity was purchased or reworked. The Number is comprised of Contract DODAAC Contract Serial Number and Contract Order Number.
CONTRACT SERIAL NUMBER	CHAR	7	The underlying contract serial Number of the contract number, assigned by the contract issuing activity.
CORRECTIVE ACTION TAKEN	CHAR	3	A code indicating the action taken to correct the discrepancy/deficiency and to prevent recurrence of the reported problem.

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COST CODE	CHAR	1	A code designating who is responsible for the cost of the deficient item.(see Section 3.16)
CREDIT CODE	CHAR	1	A code designating if credit will be given on the deficient item. (see Section 3.16)
DEFECT RESPONSIBILITY CODE	CHAR	1	Code which indicates who is responsible for the defect.(see Section 3.16)
DEFECT VERIFIED IND	CHAR	1	Indicates whether or not the defect was verified (Y,N. or U).
DEFECTIVE MATERIAL LOCATION ACTIVIY	CHAR	6	The DODAAC for the activity that has the deficient material.
DEF DISCOVERED DATE	DATE	9	The date indicating when the deficiency was discovered.
DEPOT SURVEILLANCE	CHAR	9999	A narrative describing results of depot surveillance, if applicable.
DESCRIPTION OF DEFICIENCY	CHAR	9999	A narrative describing the actual failure and circumstances of the deficiency.
DLA SUMMARY CODE	CHAR	8	A code designating cause, type and area of failure
DOLLAR VALUE	NUM	11	The dollar value of the defective material (includes dollar and cents)
END ITEM SERIAL NUMBER	CHAR	17	The end item serial number.
END ITEM TYPE	CHAR	7	Codes used by NAVAIR to identify end item types.
ESTIMATED REPAIR COST	NUM	11	Estimated correction costs to replace the defective material(includes dollars and cents)
EXHIBIT DISPOSITION	CHAR	1	The action of the exhibit at the time of the PQDR.(see Section 3.16).
EXHIBIT REQUIRED SHIP DATE	DATE	9	The date the exhibit is shipped.
FAILURE OPERATING TIME	CHAR	15	The operating time of the failure.
FINAL DISPOSITION	NUM	2	Code representing the final disposition of the defective piece(s).
FOLLOW UP DATE	DATE	9	Date the follow up action was initiated.
FOLLOW UP SERIAL NUMBER	CHAR	20	Serial number of letter/memo that contains follow up actions.
FSC	CHAR	4	A four position Federal Supply Classification (FSC) code, from the FSC Indexes Cataloging Handbook H2, for the deficient material.
FSC MATL DESCRIPTION	CHAR	25	The name of the defective/deficient item/commodity at its lowest identifiable Level.
GBL NUMBER	CHAR	15	The Government Bill of Lading number.
GOVT FURNISHED EQUIPMENT	CHAR	1	Indicates whether or not the failed item/commodity was government furnished equipment.

GOVT OWNED IND	CHAR	1	Indicates whether or not the material is considered to be owned by the government.
INSPECTION ATTRIBUTE	CHAR	3	Code which indicates the specific type of failure, defect or deficiency which led to the report.
INVESTIGATION RESULTS	LONG		This is a narrative describing the results of the investigation and corrective actions taken to prevent recurrence.
ITEM WARRANTY IND	CHAR	1	Indicates whether the item is under warranty.
LAST REWORK ACTIVITY7	CHAR	6	DODAAC of the activity that last reworked the material.
MANUFACTURED DATE	DATE	9	Date the material was manufactured.
MATERIAL LEVEL CODE	NUM	2	Code for level of essentiality (NAVSEA only) (see Section 3.16).
MATERIAL SHIPPING ACTIVITY	CHAR	6	DODAAC/CAGE of activity/contractor who shipped the material.
MATERIAL SHIPPING DATE	DATE	9	Date the material was shipped.
NATIONAL STOCK NUMBER	CHAR	20	The National Stock Number (NSN) comprised of a two position COG Code, four position Federal Supply Classification (FSC) code from the FSC Indexes Cataloging Handbook H2L, and a two position Special Material Item Code (SMIC) for the deficient material.
NEW/REPAIRED	CHAR	1	Indicates whether or not the defective/deficient item/commodity is new or overhauled (see Section 3.16).
NEXT HIGHER NOMENCLATURE	CHAR	25	The name of the equipment or system of which the defective material is a part.
NEXT HIGHER (NSN)	CHAR	20	National Stock Number of item that the deficient item is to work or on and comprised of COG, FSC, NIIN, and SMIC.
NEXT HIGHR PART NUMBER	CHAR	17	The part number of the equipment or system of which the defective material is a part.
NEXT HIGHER SERIAL NUMBER	CHAR	26	The serial number of the equipment/system of which the defective material is a part.
NIIN	CHAR	9	The National Item Identification Number (NIIN) from the MLN (Navy) or MLC (all other services).
ORIGINATOR NAME	CHAR	30	Name of the Point of Contact for the activity originating the PQDR.
PART NUMBER	CHAR	20	The manufacturer's part number of the defective/deficient item/commodity.
PQA DOCUMENT NUMBER	CHAR	11	Serial number of document initiated by the procurement quality assurance activity.
PREPARATION DATE	DATE	9	The date the report was signed and forwarded to the screening or action point.

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PREVENTIVE ACTION TYPE CODE	NUM	2	A code used in RYG for the type of preventative action taken (unsatisfactory, sat, etc.)(see Section 3.16).
PREVIOUS FAILURE COUNT	NUM	3	Number of similar failures reported on PQDRs.
PREVIOUS RCN	CHAR	16	If the problem reported on the PQDR was reported on a previously closed PQDR, enter the RCN of that report.
PURCHASE ORDER NUMBER	CHAR	17	The purchase order number associated with defective part.
QUANTITY DEFICIENT	NUM	7	Indicates the number of defective/deficient item/commodity discovered.
QUANTITY IN STOCK	NUM	7	The number of units being placed in stock.
QUANTITY INSPECTED	NUM	7	Indicates the number of items/commodities that were inspected.
QUANTITY RECEIVED	NUM	7	Indicates the number of all end items received in the same lot or batch in which the defective/deficient item/commodity was discovered. NAVAIR and NAVSEA use inspection units; NAVSUP uses units of issue.
RCN DODAAC	CHAR	6	The Report Control Number is the unique identifier of the Deficiency Report. The RCN ACTIVITY is the Department of Defense Activity Address Code (DODAAC) of the reporting activity.
RCN	CHAR	16	The Report Control Number (block 3) associated with the PQDR. It is comprised of the six position originating activity DODAAC, 2 issued, unique four position serial number and two position sequenced number.
RCN SEQUENCE CODE	CHAR	2	A code to enable splitting out PQDRs that were originally written for multiple deficient items.
RCN SERIAL NUMBER	NUM	4	The serial number of the RCN as assigned by the reporting activity.
RCN YEAR	NUM	2	The year the report was issued.
REQUISITION NUMBER	CHAR	20	Requisition number under which the defective material was purchased/reworked.
SCREENING POINT DODAAC	CHAR	6	The Department of Defense Activity Address Code (DODAAC) from DoD Directive 4000.25 of the activity who will perform the screening point responsibilities
SCREENING POINT NAME	CHAR	30	Name of the Point of Contact at the screening point.
SCREENING POINT RELEASE DATE	DATE	9	A date indicating when the screening point released/forwarded the deficiency report to the Action Point.

SERIAL BATCH NUMBER	CHAR	15	The serial number or lot/batch number of the defective/deficient item/commodity.
SMIC	CHAR	2	Navy Special Material Identification Code (SMIC) from the Federal Supply Catalog ML Management Data List C1 Vol 2
STATUS	CHAR	2	A code indicating the current status of the investigation (active, closed, etc.) (see Section 3.16)
SUPPORT POINT DODAAC	CHAR	6	The Department of Defense Activity Address code (DODAAC) of the activity aiding in the investigation of the deficiency.
SUPPORT NAME	CHAR	30	Name of the Point of Contact at the support point.
SUPPORT POINT RELEASE DATE	DATE	9	The date when the Support Point releases the deficiency report (investigation results) to the Action Point.
SUPPORTING DOCUMENTATION	CHAR	9999	Narrative describing the type of supporting documentation available with the PQDR.
SYSCOM CODE	NUM	2	A code indicating the system command/service which has cognizance over the defective material.
UNRECEIVED MIR #	CHAR	14	The MIR associated with the defect-stored here if MIR is not on PDREP database.
UPDATE ACTIVITY	CHAR	12	User code of an individual updating a record on-line or the DODAAC of the activity updating the record in batch.
UPDATE DATE	DATE	9	Computer generated date indicating the date of the most recent revision to the deficiency report
UPDATE IND	CHAR	1	Indicates if the record has been updated or changed.
UPDATE REFERENCE	CHAR	11	Serial Number of document requesting update.
USED IN RYG	CHAR	1	Indicates whether record should be used in RYG for evaluation.
WARRANTY EXPIRATION DATE	DATE	9	Date the warranty expires.
WHERE DISCOVERED CODE	CHAR	2	Code from table detailing when/where deficiency was discovered (see Section 3.16)
WUC/EIC	CHAR	7	Work Unit Code or Equipment Item Code of defective material.

PURCHASE REFERRALS

ELEMENT NAME	TYPE	LEN	DESCRIPTION
ACCEPTANCE IND	CHAR	1	Indicates whether or not the referral was accepted by NAVSEALOG.
ADDED DATE	DATE	9	Date the record was added to the database.
APPROVED UNITS	NUM	6	Number of units approved on the Purchase Referral.
AUDIT ATTRIBUTE TYPE	NUM	3	NAVSEALOG inspection attribute type.
CAGE CODE	CHAR	5	Contractor and Government Entity (CAGE) code, as found in the DLA Cataloging Handbook H4/H8 (tape), of the contractor referenced in the report.
COG	CHAR	2	A two character alphanumeric cognizant code, from the Federal Supply Catalog ML Management Data List C1 Volume 2.
CONTRACT DODAAC	CHAR	6	The DODAAC of the activity that initiated the contract.
CONTRACT NUMBER	CHAR	17	The contract number is an identification number of the contract under which the defective/deficient item/commodity was purchased or reworked. The Number is comprised of Contract DODAAC, Contract Serial Number and Contract Order Number.
CONTRACT ORDER NUMBER	CHAR	4	The contract order number is most often a four character number, except for order numbers written by NAWC. 0000 is not valid.
CONTRACT SERIAL NUMBER	CHAR	7	The underlying contract serial number of the contract number, assigned by the contract issuing activity.
CONTRACT UNITS	NUM	6	Total number of units covered under the Purchase Referral.
DEFECTIVE REPORT NUMBER	CHAR	20	Local Defective Material Report.
FSC	CHAR	4	Federal Supply Classification code for the material referenced in the record.
FSC MATERIAL DESCRIPTION	CHAR	25	Brief description of the material referenced in the record.
INSPECTION ATTRIBUTE	NUM	2	Code for the attribute that was accepted per NAVSEALOG testing.
NARRATIVE	LONG		Detailed explanation of the record.
NATIONAL STOCK NUMBER (NSN)	CHAR	17	National Stock Number comprised of COG, FSC, NIIN, and SMIC.
NAVSEALOG ANSWER	DATE	9	Date NAVSEALOG answers the SPCC request.
NIIN	CHAR	9	The National Item Identification Number (NIIN) form the MLN (Navy) or MLC (all other

			services).
REQUEST UNITS	NUM	6	Number of units specified by the report.
SERIAL NUMBER	NUM	6	Serial number assigned by NAVSEALOG for each record.
SMIC	CHAR	2	Navy Special Material Identification Code (SMIC) from the Federal Supply Catalog ML Management Data List C1 Vol. 2.
SPCC REQUEST DATE	DATE	9	Date request was referred to NAVSEALOG by SPCC.
TYPE CODE	NUM	2	Code for type of purchase referral (see Section 3.16)
UPDATE DATE	DATE	9	Date the record was last updated.

QUALIFIED PRODUCTS LIST

ELEMENT NAME	TYPE	LEN	DESCRIPTION
ADDED DATE	DATE	9	Date the record was added to the database.
CAGE CODE	CHAR	5	Contractor and Government Entity (CAGE) code, as found in the DLA Cataloging Handbook H4/H8 (tape), of the contractor referenced in the report.
COMPANY NAME	CHAR	36	Name of the company as found in the DLA Cataloging Handbook H4/H8.
FSC	CHAR	4	Federal Supply Classification (FSC) code from the FSC Indexes Cataloging Handbook H2.
FSC MATERIAL DESCRIPTION	CHAR	25	Brief description of the material referenced in the record.
ISSUE DATE	DATE	9	Date when the contractor is qualified by the Navy.
SERIAL NUMBER	CHAR	6	Unique serial number assigned to each report.
SPECIFICATION	CHAR	25	Specification required by the contract for the material.
UPDATE DATE	DATE	9	Date the record was last updated on the database.

RED/YELLOW/GREEN

ELEMENT NAME	TYPE	LEN	DESCRIPTION
ADR	NUM	5, 2	The associated Defect Rate for MIRs issued against the contractor, used in determining RYG classification.
CAGE CODE	CHAR	5	Contractor and Government Entity (CAGE), as found in the DLA Cataloging Handbook H4/H8 for the contractor
CCD PERCENT	NUM	5, 2	The contract delivery rate, used in delivery classification.
CLASSIFICATION DATE	DATE	9	Date the classification sweep was run.
COMPANY NAME	CHAR	25	Name of the contractor classified.
DELIVERY CHANGE IND	CHAR	1	An indicator designating if the delivery classification has changed since last month.
DELIVERY COLOR CODE	CHAR	1	Color assigned to delivery classification.
EVALUATION ENDING	DATE	9	Date the RYG evaluation took place
EVALUATION IND	CHAR	1	Indicates if a single vendor classification was done (c for change)
FSC	CHAR	4	Federal Supply Classification (FSC) code from the FSC Indexes Cataloging Handbook H2.
FSC MATL DESCRIPTION	CHAR	25	The name of the defective/deficient item/commodity at its lowest identifiable level.
NUCLEAR MATERIAL IND	CHAR	1	Indicates whether or not the classification contained nuclear application data.
QUALITY CHANGE IND	CHAR	1	An indicator designating if the quality classification has changed since last month.
QUALITY COLOR CODE	CHAR	1	Color assigned to quality classification.
REASON CODE	CHAR	2	Reason(s) for classification (see Section 3.16).

RED/YELLOW/GREEN AWARD

ELEMENT NAME	TYPE	LEN	DESCRIPTION
ADDED DATE	DATE	9	Date the record was added to the database.
AWARD CAGE	CHAR	5	Contractor and Government Entity code of contractor who received award.
AWARD COMPANY NAME	CHAR	36	Name of company who received award.
AWARD DATE	DATE	9	Date contract was awarded.
AWARD DELIVERY CODE	CHAR	1	The color code assigned to the FSC classification for the contractor who received the award.
AWARD OFFER	NUM	8	The dollar amount of the award.
AWARD QUALITY COLOR	CHAR	1	The color code assigned to the quality FSC classification for the contractor who received the award.
AWARD TEAS	NUM	6	Technical Evaluation Adjustment made on

			contractor receiving award.
CONTRACT DODAAC	CHAR	6	The Department of defense Activity Address Code (DODAAC) of the activity awarding the contract.
CONTRACT NUMBER	CHAR	28	The number of the contract awarded.
DISPLACED CAGE	CHAR	5	If RYG caused a contractor to be displaced. the CAGE code of the displaced contractor.
DISPLACED DELIVERY CODE	CHAR	1	If RYG caused a contractor to be displaced, the color code assigned to the delivery FSC classification of the displaced contractor.
DISPLACED OFFER	NUM	8	If RYG caused a contractor to be displaced, the amount offered by the displaced contractor.
DISPLACED QUALITY COLOR	CHAR	1	If RYG caused a contractor to be displaced, the color code assigned to the quality FSC classification of the displaced contractor.
DISPLACED TEAS	NUM	6	Technical Evaluation Adjustment made on displaced apparent low offeror.
EVALUATION TYPE	CHAR	4	Simplified Acquisition Procedure or Above Simplified Acquisition Procedure.
FSC	CHAR	4	Federal Supply Classification (FSC) code from the FSC Indexes Cataloging Handbook H2.
FSC MATERIAL DESCRIPTION	CHAR	25	Brief description of the material referenced in the record.
GVBB IND	CHAR	1	Greatest Value Beat Buy
RYG CONTROL	CHAR	7	This is a buyer's code.
SOLICITATION DODAAC	CHAR	6	The DODAAC of the activity who made the solicitation.
SOLICITATION NUMBER	CHAR	21	The solicitation assigned prior to award of contract.
UPDATE DATE	DATE	9	The last date the record was updated on the PDREP database.
WAIVER IND	CHAR	1	Indicates whether RYG clauses were included in the solicitation.

SPECIAL QUALITY DATA

ELEMENT NAME	TYPE	LEN	DESCRIPTION
ADDED DATE	DATE	9	Date the record was added to the database.
CAGE CODE	CHAR	5	Contractor and Government Entity (CAGE) code, as found in the DLA Cataloging Handbook H4/H8 (tape), of the contractor referenced in the report.
COMPANY NAME	CHAR	25	Name of the company as found in the DLA Cataloging Handbook H4/H8.
COMPLETION DATE	DATE	9	Date that GIDEP has all actions completed.
FSC	CHAR	4	Federal Supply Classification (FSC) code from

			the FSC Indexes Cataloging Handbook H2.
FSC MATL DESCRIPTION	CHAR	25	Brief description of the material referenced in the record.
ISSUE DATE	DATE	9	Date the SPQ too place.
REPORTING ACTIVITY	CHAR	20	Short title of the activity reporting.
REPORTING DODAAC	CHAR	6	Department of Defense Activity Address Code (DODAAC) of the reporting activity.
SERIAL NUMBER	CHAR	6	Serial number assigned by the reporting activity for the report.
UPDATE DATE	DATE	9	Date the record was last updated on the database.

SURVEYS

ELEMENT NAME	TYPE	LEN	DESCRIPTION
ADDED DATE	DATE	9	Date the record was added to the database.
CAGE CODE	CHAR	5	Contractor and Government Entity (CAGE) code as found in the DLA Cataloging Handbook H4/H8 for the contractor.
CATEGORY REVIEWED	NUM	2	Code for the areas reviewed during the survey. Some areas are quality, production, financial, etc.
COMPANY NAME	CHAR	25	Name of the company as found in the DLA Cataloging Handbook H4/H8.
COMPLETION DATE	DATE	9	Date the survey was completed.
CONTRACT DODAAC	CHAR	6	The DODAAC of the activity that initiated the contract.
CONTRACT NUMBER	CHAR	17	The contract number is an identification number of the contract under which the defective/deficient item/commodity was purchased or reworked. The Number is comprised of Contract DODAAC, Contract Serial Number and Contract Order Number.
CONTRACTOR ASSESSMENT CODE	NUM	2	Code for survey overall recommendation (see Section 3.16).
CORRECTIVE ACTION COMP DATE	DATE	9	Date that all Survey corrective Actions are completed.
CORRECTIVE ACTION IND	CHAR	1	Indicates whether or not corrective action is needed (Y, N, or U).
DLA SERIAL NUMBER	CHAR	6	Number assigned by DLA for Pre- Award surveys.
FSC	CHAR	4	Federal Supply Classification (FSC) code from the FSC Indexes Cataloging Handbook H2.
MATERIAL LEVEL CODE	NUM	2	Code for the level of essentiality (SEA item).
NARRATIVE	CHAR	9999	Detailed explanation of the survey findings.

NAVY PARTICIPATION IND	CHAR	1	Navy activity participated in the survey as a team member.
NUMBER OF CCR DEFICIENCIES	NUM	2	Number of deficiencies found for the reported category.
QUALITY IND	CHAR	1	Indicates if the Pre-award Survey quality findings were satisfactory or not.
REQUESTING ACTIVITY	CHAR	20	Name of (Naval) activity who requested the survey be conducted.
REQUESTING DODAAC	CHAR	6	Department of Defense Activity Address Code (DODAAC) of the activity requesting the survey.
SERIAL NUMBER	NUM	6	Unique serial number assigned to each record by the reporting activity.
SPECIFICATION	CHAR	25	Specification(s) required by the contract for the material.
TYPE	NUM	2	Code for the type of survey (pre-award, QSR, etc.).
UPDATE ACTIVITY	CHAR	6	User code of an individual updating a record on-line or the DODAAC of the activity updating the record in batch.
UPDATE DATE	DATE	9	Date the record was last updated on the database.

SYSTEMS ANALYSIS FOR LAB TESTING (SALT)

ELEMENT NAME	TYPE	LEN	DESCRIPTION
ADDED DATE	DATE	9	Date record was added to the PDREP database.
CAGE CODE	CHAR	5	Contractor and Government Entity (CAGE) code, as found in the DLA Cataloging Handbook H4/H8 (tape) of the contractor referenced in the report.
CAUSE NONCONF	CHAR	1	Cause of nonconformance, i.e., fraud, shipping damage, no contractor inspection.
CDCS CTRL NO	CHAR	9	Failure report control number assigned from center CDCS.
CHAR FAILED	CHAR	2	Characteristic that failed, i.e., chemical, electrical, physical.
CONTR RESP	CHAR	1	DSC determination of contractor responsibility.
CONTRACT FY	CHAR	2	Contract fiscal year.
CONTRACT NUMBER	CHAR	17	Contract serial number which includes the government activity, contract fiscal year, instrument code, contract sequence, and line item.
CONTRACT SEG	CHAR	4	Contract segment.
CRITICAL	CHAR	1	Contract defect.
ENTRY POINT	CHAR	4	DSC, Depot or testing center where profile entered.
FSC	CHAR	4	Federal Supply Classification (FSC) code from

			the FSC Indexes Cataloging Handbook H2.
GOVT ACTY	CHAR	1	DODAAC of the contract activity.
INSTRUCTION CODE	CHAR	1	Type of instrument code.
LAB	CHAR	4	Place of test performance.
LATENT DEFECT	CHAR	1	Latent defect in post acceptance test.
LINE ITEM	CHAR	4	Contract line item number
LOT SIZE	NUM	9	Size of the lot.
MFG	CHAR	1	Manufacturer of the material.
MIL I	CHAR	1	Contract quality requirement.
MIL Q	CHAR	1	Contract quality requirement.
NO. CRITICAL	NUM	6	Number of critical nonconforming parts.
NO. DEFECTS	NUM	9	Parts from a sample that have one or more defects.
NO. MAJOR	NUM	6	Number of major nonconforming parts.
NO. MINOR	NUM	6	Number of minor nonconforming parts.
NO. TESTED	NUM	6	Number of parts tested.
NO. PARTS	NUM	3	Number of parts in a sample that have a common identical defect.
NOMEN	CHAR	21	Part nomenclature
NSN	CHAR	13	National Stock Number
PATENT DEFECT	CHAR	1	Patent defect in post acceptance test.
PHONE	CHAR	7	DSN phone number of preparer.
POST ACCEPT	CHAR	1	Post acceptance test.
PQDR ROD NO	CHAR	15	Originator's failure report identification number.
PRE ACCEPT	CHAR	1	Pre-acceptance test.
PREPARER	CHAR	25	Name of preparer.
SELECT BASIS	CHAR	1	Basis for part selection: R=Random, N=Nonrandom.
STD INSP	CHAR	1	Contract quality requirement.
TEST DATE	DATE	9	Date tested.
TEST REPORT NO	CHAR	15	Laboratory test report number from LIMS.
TYPE DEFECT	CHAR	1	Type of defect – i.e., critical, major, minor.
UNIT COST	NUM	11	Unit cost per part.
UPDATE DATE	DATE	9	Date of last profile sheet modification.

TEST REPORTS

ELEMENT NAME	TYPE	LEN	DESCRIPTION
ADDED DATE	DATE	9	Date the record was added to the database.
CAGE CODE	CHAR	5	Contractor and Government Entity (CAGE) code, as found in the DLA Cataloging Handbook H4/H8 (tape), of the contractor referenced in the report.
COMPANY NAME	CHAR	36	Name of the company as found in the DLA Cataloging Handbook H4/H8.
CONTRACT DODAAC	CHAR	6	The contract number is an identification number under which the defective/deficient item/commodity was purchased or reworked. The CONTRACT ACTIVITY is the activity that initiated the contract.
CONTRACT NUMBER	CHAR	17	The contract number is an identification number of the contract under which the defective/deficient item/commodity was purchased or reworked. The Number is comprised of Contract DODAAC, Contract Serial Number and Contract Order Number.
FINAL DISPOSITION	NUM	2	Code for the final disposition of the material.
FSC	CHAR	4	Federal Supply Classification (FSC) code from the FSC Indexes Cataloging Handbook H2.
FSC MATERIAL DESCRIPTION	CHAR	25	Brief description of the material referenced in the record.
ISSUE DATE	DATE	9	Date the test was conducted.
NARRATIVE	CHAR		Detailed explanation of the test.
NSN NIIN	CHAR	9	The National item Identification Code for the material reported on the test report.
REPORTING ACTIVITY	CHAR	20	Short title for the reporting activity.
REPORTING DODAAC	CHAR	6	Department of Defense Activity Address Code (DODAAC) of the reporting activity.
SAT RESULTS IND	CHAR	1	Indicates whether or not the results were satisfactory.
SERIAL NUMBER	CHAR	6	Serial number assigned by the reporting activity to each record.
TEST TYPE REPORT CODE	NUM	2	Code for the type of test being conducted.
UPDATE ACTIVITY	CHAR	6	User code of individual updating a record on-line or the DODAAC of the activity updating the record in batch.
UPDATE DATE	DATE	9	Date the record was last updated on the database.
USED IN RYG	CHAR	1	Indicates whether the record should be used in RYG classifications.

3.16. CODE VALUES. (ORDERED BY RECORD TYPE AND CODE)

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INSPECTION ATTRIBUTE

CODE	LITERAL
1	DOCUMENTATION
2	DAMAGE
3	PRESERV/PACKING
4	VISUAL
5	MATERIAL IDENTIFICATION
6	MATERIAL VERIFICATION
7	RADIOGRAPHY
8	MAG PARTICLE
9	UT EDDY/CURRENT
10	LIQ PENETRANT
11	OPER/FUNCTIONAL
12	PRESSURE TEST
13	ELEC/ELECTRONIC
14	IMPROPERLY ASSEMBLED
15	DIMENSIONS
16	WELDING
17	BRAZING
18	SOLDERING
19	FINISH
20	SHELF LIFE
21	TECHNICAL DATA
22	MERCURY FREE
23	PROCEDURE APPR
24	MANUFAC PROCESS
25	DESIGN EVALU
26	DESIGN
27	SPECIFICATION
28	MATERIAL SUBSTITUTION
29	DESIGN CHANGE
30	WRONG ITEM SHIPPED
40	VERIF MIC MARK
61	QUANT CHEM
62	SEMI-QUANT CHEM
63	GENERIC VERIF
64	MECH PROP VERIF
65	MECH PROP IND
85	NON-DESTRUCTIVE TEST
86	ABNORMAL EQUIPMENT
87	LACK OF KNOWLEDGE OR SKILL
88	NOT APPLICABLE
90	ELECTRICAL FUNCTION/OUTPUT
91	UNABLE TO CALIBRATE FUNCTION/OUTPUT

92	FAULTY/SUBSTANDARD ELECTRICAL COMPONENTS
93	MECHANICAL PERFORMANCE/OUTPUT
94	MECHANICAL EQUIPMENT/PARTS QUALITY
95	FAULTY/SUBSTANDARD WORKMANSHIP
96	MAINTENANCE/OPERATIONAL PROBLEM/DAMAGE
97	FOREIGN OBJECT DAMAGE
98	CONTAMINATION

MATERIAL DISPOSITION (ACTION)

CODE	LITERAL
A	ACCEPT AS IS
D	DISPOSED OF/SCRAPPED
H	HOLDING
I	RELEASED FOR INVESTIGATION
O	OTHER
P	REPLACE
R	REPAIRED
S	RETURNED TO STOCK
U	UNKNOWN
V	RETURN TO VENDOR

MATERIAL LEVEL

CODE	LITERAL
1	LEVEL 1 NON-NUCLEAR
4	LEVEL 1 NUCLEAR
6	NON-LEVEL 1 NON-NUCLEAR
7	NON-LEVEL 1 NUCLEAR
9	LEVEL III NUCLEAR (NCM)
20	FLIGHT CRITICAL (NAVAIR)
21	NOT APPLICABLE

QUALITY SYSTEM

CODE	LITERAL
A	MIL-Q-9858A (FAR 46.202-3)
B	MIL-I-45208 (FAR 46.202-3)
C	STANDARD INSPECTION (FAR 46.202-2)
D	CONTRACTOR INSPECTION (FAR 46.202-1)
E	CERTIFICATE OF CONFORMANCE (FAR 46.504)
F	ISO 9000 SERIES

SYSCOM CODES

CODE	LITERAL
1	NAVSEA - NAVAL SEA SYSTEMS COMMAND
2	NAVAIR - NAVAL AIR SYSTEMS COMMAND
3	SPAWAR - SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4	NAVFAC - NAVAL FACILITIES ENGINEERING COMMAND
5	NAVSUP - NAVAL SUPPLY SYSTEMS COMMAND

BULLETIN - CLASSIFICATION

CODE	LITERAL
1	RED
2	YELLOW
3	N/A

CAGE - CONTRACTOR STATUS

CODE	LITERAL
A	ACTIVE RECORD
B	NAME/ADDRESS CHANGE
C	USED FOR CATALOGING PURPOSES
D	UNCODED OE RECORD
E	NON-MANUFACTURER/EMERGENCY CODE ASSIGNMENT
F	OBSOLETE RECORD/LOCATION UNKNOWN
H	OBSOLETE RECORD/FACILITY DISCONTINUED
J	ITEM PRODUCED TO INDUSTRY SPECS
K	ITEM PRODUCED TO GOVERNMENT SPECS
L	STATUS UNKNOWN
M	SPECIAL NUMBERING SYSTEM DEVELOPED BY GOVT
N	CANCELLED W/O REPLACEMENT (OE IS DEFUNCT)
P	CANCELLED W/O REPLACEMENT (LOCATION. OF OE UNKNOWN)
R	CANCELLED W/REPLACEMENT (FACILITY DISCONT.)
T	COMPANY 50/50 PARTNERSHIP
U	MANUFACTURER'S REPRESENTATIVE
W	INDIVIDUAL'S CODE
Y	NO LONGER WISHES TO BE FEDERAL CONTRACTOR

CAGE – DEBARMENT CODE

CODE	LITERAL
D	DEBARMENT (SERVICE CONTRACT ACT)
P	SUSPENDED, PROPOSED FOR DEBARMENT
S	SUSPENDED

CAL - REASON

CODE	LITERAL
1	TECHNICAL
2	PRODUCTION
3	QUALITY
4	FINANCIAL
5	ACCOUNTING
6	PROPERTY
7	TRANSPORTATION
8	PACKAGING
9	SECURITY
10	SAFETY
11	ENVIRONMENT/ENERGY
12	LATE PROPOSAL
13	OTHER

CAL - STATUS

CODE	LITERAL
C	CONTRACTOR IMPROVEMENT PROGRAM
N	NEGATIVE PRE-AWARD SURVEY
R	CONTRACTOR RECOMMENDED FOR PRE-AWARD SURVEY

DODAAC - CAS IDENTIFICATION

CODE	LITERAL
IN	INTERNATIONAL
MA	MID ATLANTIC
NC	NORTH CENTRAL
NE	NORTHEAST
SO	SOUTH
SU	SUPSHIP
WE	WEST

DODAAC - REPORTING ACTIVITY GROUP

CODE	LITERAL
8	JOINT CRUISE MISSILE PROJECT
10	NAVY AIR UNITS
11	NAVPRO
12	NADEP
13	NAVAL ORDNANCE STATION
14	NAVAL WEAPONS STATION
15	OTHER ORDNANCE
16	NAVAL SUPPLY CENTER
17	NRPO/NRCC
18	AIMD
19	SUPSHIPS
20	NAVAL SHIPYARDS
21	MISCELLANEOUS NAVY
22	INSERVICE ENGINEERING ACTIVITY
23	SUPPLY/LOGISTICS MANAGEMENT CENTERS
24	PACIFIC MISSILE TEST CENTER
30	DCMAO
31	DPRO
32	DCMD
33	DCMCI
35	MARINE AIR UNITS
36	MCAS
37	OTHER MARINE
40	AIR FORCE
41	AFPRO
50	ARMY
51	ARPRO
52	OTHER ARMY
60	COMMERCIAL CONTRACTOR
70	FOREIGN GOVERNMENT
71	GSA
72	DLA/DSA
73	NASA
74	COAST GUARD
75	US CUSTOMS SERVICE
76	OTHER DEFENSE
77	UNICOR FEDERAL PRISON INDUSTRIES
90	UNKNOWN
99	PIIN

GIDEP - DEFECT CLASS

CODE	LITERAL
1	CRITICAL
2	MAJOR
3	MINOR
4	INFORMATION

MIR - INSPECTION ATTRIBUTES

CODE	LITERAL	DESCRIPTION
01	DOCUMENTATION	Documents (software) pertaining to the shipment are complete in quantity and applicable to the procurement document. This is only a check to be sure that the deliverable items listed on the DD Form 1423 Contract Data Requirements List (CDRL) are received.
02	DAMAGE	Function or quality of material not impaired or degraded by damage. Do not use for shipping damage caused by carrier.
03	PRESERVATION, PACKAGING, PACKING AND LABELING	Preservation, packaging, packing and labeling of each per the procurement document or specification.
04	VISUAL	A visual examination to be sure that material meets cleanliness or quality requirements of the procurement document or specification. <u>NOTE:</u> Record defects first noted by visual examination and later confirmed by technical inspection only under the applicable technical attribute code.
05	MATERIAL IDENTIFICATION	Nomenclature, numbers or symbols are affixed to the material to provide identification or traceability. The identification markings must meet the requirements of the contract or specification. For certain small items, identification markings may be applied to the material container. Examples of required markings include heat, lot, specification, grade, class, type, size, pressure rating, NDT symbols, warning plates, nameplates, decals, etc
06	MATERIAL VERIFICATION	Verification of chemical, mechanical, or physical properties by review of certification results. This is a comparison of recorded data to the technical requirements of the contract or specification. When an activity actually performs material verification testing, use attributes 61 through 65 to record the test results.
07	RADIOGRAPHY	Radiography test results comply with contract or specification requirements.
08	MAGNETIC PARTICLE	Magnetic Particle test results comply with the requirements of the contract or specification.
09	ULTRASONIC/ EDDY CURRENT TEST	Ultrasonic or Eddy Current test results meet Contract or specification requirements

10	LIQUID PENETRANT	Liquid Penetrant test results comply with contract or specification requirements.
11	OPERATIONAL OR FUNCTIONAL TEST	Material meets operational or functional tests required by the contract or specification. These tests may be performed by the inspection activity or verified by review of test reports submitted by the contractor. Examples include cycle, vibration, acoustical performance (noise) or calibration tests.
12	PRESSURE TEST	Hydrostatic, air, gas, or hydraulic tests comply with contract or specification requirements.
13	ELECTRICAL/ELECTRONIC TEST	Insulation resistance, continuity, or electrical and electronic tests meet the requirements of the specification or contract.
14	MISSING, WRONG, IMPROPERLY ASSEMBLED	Material was shipped with either parts missing or wrong parts installed. Also use this attribute to record defects such as incorrectly torqued fasteners or improperly assembled parts. Do not use this attribute to record shortages in shipment.
15	DIMENSIONS	Measurements of material are within tolerances specifications. Examples are length, width, height, wall thickness, bolt hole locations, thread form, etc.
16	WELDING	Welding joint detail, test specimens, weld deposit dimensional tolerances, or visual welding requirements comply with the contract or specification.
17	BRAZING	Brazed joint detail, test specimens, braze deposit dimensional tolerances, or visual brazing requirements comply with the contract or specification.
18	SOLDERING	Soldered joint detail, test specimens, solder deposit dimensional tolerances, or visual soldering requirements comply with the contract or specification.
19	FINISH	Surface finish meets the requirements of the specification, drawing or contract. This includes microinch smoothness of machined parts as well as uniform application of plating and finishes.
20	SHELF LIFE	Manufacture dates of items with established shelf life requirements are within the date ranges of the contract or specification. This includes flexible hose, o-rings, resilient mounts, paints, adhesives, and similar items.
21	TECHNICAL DATA	Technical data for maintenance, repair, operation or installation of material meets the requirements of the contract or specification
22	MERCURY FREE	Vendor complies with “Mercury Free Clause notice to Vendor” as required by the procurement document.
23	SPECIAL PROCESS PROCEDURE APPROVAL	Procedures used by the contractor for special processed have been approved as required by the contract. This generally applies to specialized Non-Destructive Testing or production processes.

24	MANUFACTURING PROCESS	The items were manufactured or fabricated using the manufacturing process specified in the contract. An example would be seamless versus welded pipe.
25	DESIGN EVALUATION TEST	Shock, vacuum, salt spray, immersion, burst, impact, or endurance tests were performed as required by contract.
26	DESIGN	DO NOT USE FOR MATERIAL INSPECTION. Used for QDR program only. Indicates that a quality deficiency was caused by a problem in the design or the component rather than a contractor responsible defect.
27	SPECIFICATION	DO NOT USE FOR MATERIAL INSPECTION. Used for QDR program only. Indicates that the quality deficiency was caused by a government responsible error in the specification or technical ordering data.
28	MATERIAL SUBSTITUTION	DO NOT USE FOR MATERIAL INSPECTION. Used for NAVSEALOGCEN Purchase Referral program only. Used to track deviation requests and waivers only.
29	DESIGN CHANGE	DO NOT USE FOR MATERIAL INSPECTION. Used for AVSEALOGCEN Purchase Referral program only. Used to track requests for changes in design.
30	WRONG ITEM SHIPPED	Indicates that the item received was not the item indicated by either the contract or shipping document. Issue a Report of Discrepancy for this type of defect.
61	QUANTITATIVE CHEMICAL ANALYSIS	Material testing performed to determine the exact concentration or constituent elements present. This precise analysis assures conformance to the chemical requirements of the material specification.
62	SEMI-QUANTITATIVE CHEMICAL ANALYSIS	Material testing performed to determine the approximate concentration of alloy characterizing elements. This alloy identification assures material identity.
63	GENERIC MATERIAL VERIFICATION	Material tested using direct and rapid analysis methods such as color tests, acid spot test, magnet, etc. These tests only identify materials by family of material. <u>NOTE</u> : If an activity performs either semi-quantitative or Quantitative analysis to verify suspect generic material tests, do Not record defects under attribute 63. Semi-quantitative or Quantitative chemical analysis provides more precise results. As generic tests do not identify the constituent elements, this Attribute should normally not be used for rejection of material. Confirm rejections by using semi-quantitative or quantitative analysis.
64	MECHANICAL PROPERTIES VERIFICATION	Material tested to determine mechanical properties such as strength, elongation, reduction in area, yield, hardness, etc. These types of tests assure conformance to the mechanical properties specification requirements.

65	MECHANICAL PROPERTIES INDICATOR	Material tested using hardness test values to approximate tensile strength. <u>NOTE</u> : If unsatisfactory hardness test results are confirmed by mechanical properties verification test, record the inspection under attribute 64. Do not record any entry under attribute 65. When hardness values do not directly relate to the tensile strength of the material, they should not be used for rejection. Do not material under attribute 65 unless hardness values are a stated requirement of the contract or specification. Whenever possible, perform mechanical properties verification tests to validate hardness results
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MIR - INSPECTION ATTRIBUTE DEFECT CLASS

CODE	LITERAL
1	CRITICAL
2	MAJOR
3	MINOR

MIR - INSPECTION TYPE

CODE	LITERAL
D	ACCEPTED BASED ON DCMAO INSPECTION
P	INSPECTION AND/OR TEST PERFORMED
V	CTR INSPECTION AND/OR TEST VERIFIED
W	CTR INSPECTION AND/OR TEST WITNESSED

PQDR - ATTRIBUTE CODES

CODE	LITERAL
004	LOW GM OR EMISSION
007	ARCING, ARCED
008	NOISY
010	POOR FOCUS
020	WORN, STRIPPED, CHAFED, FRAYED
029	CURRENT INCORRECT
030	MISHAP DAMAGE
037	FLUCTUATES, FREQ/RPM UNSTABLE, INTERMITTENT
050	BLISTERED
051	FAILS TO TUNE, DRIFTS
064	MODULATION INCORRECT
069	FLAME OUT
070	BROKEN, BURST, RUPTURED, PUNCTURED, TORN, CUT
080	BURNT OUT LIGHT BULBS OR FUSES
086	IMPROPER HANDLING
087	IMPROPER IDENTIFICATION
088	GAIN INCORRECT
092	MISMATCHED ELECTRONICS PARTS, ETC.
093	MISSING PARTS

105	DAMAGED HARDWARE
117	DETERIORATED/CORRODED
127	ADJUSTMENT OR ALIGNMENT IMPROPER
135	BINDING STUCK OR JAMMED
142	ENGINE REMOVED - EXCESSIVE MAINTENANCE
150	CHATTERING
158	LAUNCH DAMAGE
160	BROKEN WIRES, DEFECTIVE CONTACT OR CONNECTION
161	OUTPUT INCORRECT
169	VOLTAGE INCORRECT
170	CORRODED
177	FUEL FLOW INCORRECT
180	CLOGGED, OBSTRUCTED, PLUGGED
183	MAGNETIC TAPE BROKEN
185	CONTAMINATION
190	CRACKED, CRAZED
242	FAILED TO OPERATE, SPECIFIC REASON UNKNOWN
246	IMPROPER/FAULTY MAINTENANCE
255	NO OUTPUT
257	OFF COLOR
281	HIGH OUTPUT, READING OR VALUE
282	LOW OUTPUT, READING OR VALUE
290	FAILS DIAGNOSTIC/AUTOMATIC
291	FAILS AUTO CHECK/TEST
292	FAILS ACCEPTANCE/TEST
293	FAILS SELF CHECK
294	FAILS SELF TEST
301	FOREIGN OBJECT DAMAGE
303	BIRD STRIKE DAMAGE
306	NON-METALLIC CONTAMINATION OR DIRTY
312	HARD LANDING
314	ACCELERATION/DECELERATION IMPROPER
317	HOT START
320	ENGINE COMPRESSOR STALLS, BUZZ
330	EXCESSIVE HUM
334	TEMPERATURE INCORRECT
372	METAL IN OIL STRAINER, FILTER, ETC
373	METAL CONTAMINATION-CHIP DETECTOR
374	INTERNAL FAILURE
381	LEAKING - INTERNAL OR EXTERNAL
383	LOCK-ON MALFUNCTION
398	OIL CONSUMPTION - EXCESSIVE
410	LACK OF, OR IMPROPER LUBRICATION
416	OUT OF ROUND
425	NICKED OR CHIPPED

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437	IMPROPERLY POSITIONED SELECTED OR OTHER OPERATOR ERROR
447	WRONG LOGIC - PROGRAM OR COMPUTER
450	OPEN
458	OUT OF BALANCE/BALANCE INCORRECT
464	OVERSPEED/RUNAWAY OPERATION
465	UNDERSPEED
481	KEYWAY OR SPLINE DAMAGED OR WORN
520	PITTED
525	PRESSURE INCORRECT
537	LOW POWER OR THRUST
561	UNABLE TO ADJUST TO LIMITS
567	RESISTANCE HIGH
568	RESISTANCE LOW
570	FAILED X-RAY TEST
571	FAILED MAGNAFLUX TEST
572	FAILED EDDY/CURRENT TEST
575	FAILED ULTRASONIC TEST
576	FAILED LIQUID PENETRANT TEST
585	SHEARED
599	TRAVEL OR EXTENSION INCORRECT
601	DETONATION
602	FAILED, DAMAGED OR REPLACED DUE TO MALFUNCTION OF ASSOCIATED EQUIPMENT
604	MANIFOLD PRESSURE BEYOND LIMITS
607	NO GO INDICATION/SPECIFIC REASON UNKNOWN
615	SHORTED
622	WET
649	SWEEP MALFUNCTION
651	AIR IN SYSTEM
652	AUTOMATIC ALIGN TIME EXCESSIVE
653	GROUND SPEED ERROR EXCESSIVE
664	TENSION LOW
679	SIGNAL DISTORTION
681	SHUTTER HUNG - DEFECTIVE
682	NO AZIMUTH OR DRIFT
684	WEAK/NO STABILIZATION
685	SHUTTER - NO TRIP PULSE
687	LATE OR HARD AFTER BURNER LIGHT
690	VIBRATION EXCESSIVE
692	VIDEO FAULTY
693	AUDIO FAULTY
694	AUDIO & VIDEO FAULTY
695	SYNC ABSENT OR FAULTY
696	FLUID LOW
697	PROGRAM, FAULTY TAPE

698	PROGRAM, FAULTY CARD
703	PROGRAM FAILURE
704	MEMORY PROTECT
706	MAGNETIC TAPE ERROR
710	BEARING, FAILING OR FAULT
720	BRUSH DAMAGE - EXCESSIVE WEAR
731	BATTLE DAMAGE
780	BENT, BUCKLED, COLLAPSED, DENTED, DISTORTED OR TWISTED
782	TIRE TREAD AREA DEFECTIVE
786	TIRE BLOWOUT
816	IMPEDANCE HIGH
817	IMPEDANCE LOW
823	NO START
846	DELAMINATED
877	TRANSPORTATION DAMAGE
878	WEATHER DAMAGE
879	LIGHTNING STRIKE DAMAGE
900	BURNT OR OVERHEATED
921	ENGINE MONITORING SYSTEM INDICATES FURTHER INSP REQUIRED
922	ENGINE MONITORING SYSTEM - OVERTEMP LIMITS EXCEEDED
932	DOES NOT ENGAGE, LOCK OR UNLOCK PROPERLY
935	SCORED, SCRATCHED, BURRED, GOUGED
956	ABNORMAL FUNCTION OF COMPUTER MECHANICAL EQUIPMENT
957	NO DISPLAY
958	DISPLAY INCORRECT
962	POWER OUTPUT DIP/LOW ELECTRONIC
969	CANNOT RESONANT INPUT CAVITY
974	DOESN'T TRACK TIMING CURVE
987	INPUT PULSE DISTORTED
988	LOSS OF VACUUM
989	LOW COOLANT FLOW RATE
F85	NON-DESTRUCTIVE TEST
F86	ABNORMAL EQUIPMENT
F87	LACK OF KNOWLEDGE/SKILL
F88	NOT APPLICABLE
S01	DOCUMENTATION
S03	PRESERV/PACKAGING
S04	VISUAL
S06	MATERIAL VERIF
S11	OPER/FUNCTIONAL
S13	ELEC/ELECTRONIC
S15	DIMENSIONS INCORRECT
S16	WELDING
S17	BRAZING
S18	SOLDERING

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S19	FINISH
S20	SHELF LIFE
S21	TECHNICAL DATA
S22	MERCURY FREE
S23	PROCEDURE APPR
S24	MANUFAC PROCESS
S25	DESIGN EVAL
S26	DESIGN
S27	SPECIFICATION
S28	MATERIAL SUBSTITUTE
S29	DESIGN CHANGE
S30	WRONG ITEM SHIPPED/RECEIVED
S40	VERIF MIC MARK
S61	QUANT CHEM
S62	SEMI-QUANT CHEM
S63	GENERIC VERIF
S64	MECH PROP VERIF
S65	MECH PROP IND
S95	FAULTY/SUBSTANDARD WORKMANSHIP
S98	ENGINE FOD (FOREIGN OBJECT DAMAGE)
S99	PARTS FALLING FROM AIRCRAFT

PQDR - CORRECTIVE ACTION

CODE	LITERAL
D10	REVIEW TECHNICAL REQUIREMENTS
D11	INITIATE CLASS 1 ECP
D12	INITIATE CLASS 2 ECP
D13	REVISE SPECIFICATIONS/DRAWINGS
D15	REVISE TEST PROCEDURES
D16	CORRECT TECHNICAL DATA PACKAGE
D17	INITIATE WAIVERS/DEVIATION
D18	ISSUE TECHNICAL/SAFETY BULLETINS
M10	REVIEW MANUFACTURING DOCUMENTS
M11	IMPROVE FABRICATION PROCEDURES
M12	CHANGE WORKMANSHIP STANDARDS
M13	RESET/ADJUST TO REQUIREMENTS
M14	ALERT/TRAIN OPERATORS
M15	CHANGE SHELF LIFE
M16	REPAIR/REPLACE
M17	SCREEN/PURGE STOCK (GOVT)
M18	IMPROVE PACKAGING
M19	REVISE MAINTENANCE PROCEDURES
P10	REVISE CONTRACTUAL REQUIREMENTS
P11	CHANGE SOURCE/TERMINATE CONTRACT
P12	MODIFY CONTRACTUAL REQUIREMENTS

P13	CORRECT FAULTY DOCUMENTS
Q10	REVIEW ADEQUACY OF REQUIREMENTS
Q11	MONITOR EFFECTIVENESS OF CHANGES
Q12	REVIEW ADEQUACY OF PROCEDURES
Q13	REVIEW HISTORICAL FAILURE DATA
Q14	INCREASED INSPECTION
Q15	IMPOSE INSPECTION CAO
Q16	REQUEST CORRECTIVE ACTION
Q17	INVOKE METHOD C
Q18	INVOKE METHOD D
Q19	CHANGE CALENDAR INSPECTION
Q20	CONDUCT ON-SITE SURVEY
Q21	SCREEN/PURGE STOCK (MFG)
Q22	SCRAP/DISPOSE OF
Q23	APPROVE DEVIATION
S02	REVISED INSPECTION ATTRIBUTES
S03	AUDITS/SURVEILLANCE
S04	TOOLING
S05	IMPROVED MATERIAL/CERT IDENT
S07	IMPROVED PACKAGING/DOCUMENTATION
S09	PERSONNEL ACTION
S10	ENGINEERING/DESIGN CHANGE
S13	INFORMATION BULLETIN
S14	NO CORRECTIVE ACTION
S15	NO PA REQUIRED/NOT A QUALITY DEFICIENCY
S16	NO PA PROVIDED/NO GSI
S17	NO PA PROVIDED/ITEM OUT OF WARRANTY
S18	NO PA PROVIDED/EXHIBIT NOT AVAIL
S19	NO PA REQUIRED/TREND ANALYSIS
S20	NO PA PROVIDED/NO PRODUCTION OF UNIT
S21	NO PA REQUIRED/INFORMATION
S22	NO PA PROVIDED/CONTRACT TERMINATION
S23	NO PA PROVIDED/CLOSED CONTRACT
S24	NO PA PROVIDED/NOT APPLICABLE
S25	NO PA PROVIDED/VENDOR OUT OF BUSINESS
S26	NO PA REQUIRED/NOT VENDOR LIABLE
S27	NO PA PROVIDED/VENDOR NOT PROVEN LIABLE
S28	NO PA REQUIRED/NOT VALID DEFICIENCY
S29	NO PA REQUIRED/SYSTEM ADEQUATE
S30	SUB-CONTRACTOR ACTION
S31	ISOLATED INSTANCE
S32	SPECIFICATION/CERT REVIEW
S33	VERIFY/MONITOR VENDOR'S PA
S35	NO PA REQUIRED/UNDER COG OF PA
S41	TRAINING/PERSONNEL ACTION

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S42	REVISED INSPECTION/TESTING OR PRODUCTION PROCEDURES
S43	IMPROVED CERT/DOCUMENTATION CHECK OR IMPROVED PACKAGING
S44	ENGINEERING CHANGE/DRAWING REVISION/CONTRACT MOD
S45	NOT VENDOR LIABLE/NOT VALID
S46	ISOLATED FAILURE
S47	NO PREVENTIVE ACTION
S65	VENDOR PROC/PO CHANGE
S66	ASSY PROC/METHOD CHANGE
S67	ASSY PROC/METHOD REVIEW
S68	QC PROCEDURES REVIEW
S69	VENDOR PROCEDURES REVIEW
S70	PROCESS PROCEDURE CHANGE
S71	TEST PROCEDURES REVIEW
S72	PROCESS PROCEDURE REVIEW
S73	SCREEN STOCK RETAIL
S74	SCREEN STOCK WHOLESALE
S75	UNKNOWN
S76	C.A. ACCOMPLISHED/NO PA STATED
S77	NAVSUP INTERIM PQDR CA CLOSING
S78	PDREP ADMINISTRATIVE CLOSING
S81	INFORMATION/NO PA REQUIRED/TREND ANALYSIS

PQDR - COST

CODE	LITERAL
C	COST TO GOV'T (COMMERCIAL SUPPLIER)
G	COST TO NAVY (GOV'T MFGR/SUPPLIER)
N	NO COST TO GOV'T (COMMERCIAL SUPPLIER)
U	UNDETERMINED
Z	NO COST TO NAVY (GOV'T MFGR/SUPPLIER)

PQDR - CREDIT

CODE	LITERAL
C	NO CREDIT (COMMERCIAL SUPPLIER)
G	NO CREDIT (GOV'T SUPPLIER)
N	CREDIT (COMMERCIAL SUPPLIER)
U	UNKNOWN
W	CREDIT AUTHORIZED
X	NO CREDIT AUTHORIZED
Z	CREDIT (GOV'T SUPPLIER)

PQDR - DEFECT VERIFIED

CODE	LITERAL
N	DEFECT NOT VERIFIED
O	OTHER THAN REPORTED
U	UNABLE TO TEST FOR DEFECT
Y	DEFECT VERIFIED

PQDR - DEFICIENCY CAUSE

CODE	LITERAL
C	MAINTENANCE DEFICIENCY
D	DESIGN DEFICIENCY
M	MATERIAL DEFICIENCY
M1	MATERIAL (PARTS)
M2	MATERIAL (PROCEDURES)
M3	MATERIAL (WORKMANSHIP)
M4	QUALITY OF INSPECTION
O	OTHER
P	PROCUREMENT DEFICIENCY
QD	QUALITY OF DESIGN

PQDR - EXHIBIT DISPOSITION

CODE	LITERAL
A	ACCEPT
D	DISPOSED
H	HOLDING
I	RELEASED
O	OTHER
P	REPLACE
R	REPAIRED
S	RETURNED TO STOCK
U	UNKNOWN
V	RETURN TO VENDOR
W	WAIVER

PQDR - NEW/REPAIRED/OVERHAUL

CODE	LITERAL
N	NEW
O	OVERHAULED/REPAIRED
U	UNKNOWN

PQDR - PREVENTIVE ACTION TYPE

CODE	LITERAL
1	VERIFIED PA
2	SATISFACTORY PA

3	UNSATISFACTORY PA
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PQDR - RESPONSIBILITY

CODE	LITERAL
C	PRIVATE CONTRACTOR
G	GOVT SUPPLIER (NON-MFGR)
S	GOVT SUPPLIER (MFGR/REPAIR)
U	NAVY OR GOVT USING ACTIVITY
X	UNKNOWN

PQDR - STATUS

CODE	LITERAL
A	ACTIVE
A1	FOLLOW UP BY ORIGINATOR
A2	FOLLOW UP BY SCREENING POINT
A3	FOLLOW UP BY ACTION POINT
A4	FOLLOW UP BY SUPPORT POINT
A5	2 ND FOLLOW UP BY ACTION POINT
A6	INFORMATION PQDR MADE ACTIVE
A7	EXHIBIT RECEIVED
A8	INTERIM RESPONSE NO SCREEN/NO ACTION
A9	REQUEST RETAIL SCREEN (DMS)
AA	ADDITIONAL INFO REQUESTED
AB	NAVWPNEGSSUPPACT INVESTIGATION
AC	60 DAYS INQUIRY ON STATUS
AD	DEFECT UNDER INVESTIGATION
AE	EXHIBIT REQUESTED
AF	EXHIBIT SHIPPED
AG	CASE/PQDR REOPENED
AH	UNACCEPTABLE REPLY
AI	INVESTIGATION EXTENSION REQUEST
AJ	FMSO SCREEN W/O IM REQUEST
AK	IM REQUEST SCREEN FMSO DOES NOT
AL	ORIGINATOR TO HOLD EXHIBIT
AM	RETURN FOR DISPOSITION INST.
AN	IM REQUEST FOR ADDITIONAL INFO
AP	REQUEST RETAIL SCREEN (AIG)
AR	INTERIM REPLY
AU	OTHER
C	CLOSED
CA	REPORT DOESN'T MEET PQDR CRITERIA
CB	INVESTIGATED BY TECHNICAL ACTIVITY
CC	NO REPLY WITHIN 180 DAYS
CD	DEFECT PREVIOUSLY INVESTIGATED
CE	EXHIBIT RETURNED/INVESTIGATION CONDUCTED

CF	EXHIBIT LOST/MISDIRECTED, ETC.
CG	INVESTIGATION CONDUCTED WITHOUT EXHIBITS
CH	NO INVESTIGATION CONDUCTED
CI	SUBMITTED FOR INFO/RELIABILITY DATA
CJ	CLOSED AT SUPPORT POINT, BUT ACTIVE AT NAVWPNEGSPACT
CK	OUT OF WARRANTY
CL	CONTRACT CLOSED
CM	NO PROCUREMENT QA
CN	NO PRODUCTION
CP	INVESTIGATION WITH EXHIBIT
CX	CANCELLED

PQDR - WHERE DISCOVERED

CODE	LITERAL
AF	AFTER-FLIGHT
AI	AFTER INSTALLATION
AS	AFTER SEA TRIALS
BF	BEFORE FLIGHT
BS	BEFORE SEA TRIALS
BT	BENCH TEST
CC	CORROSION INSPECTION
DI	DURING INSTALLATION
DS	DURING STEAM TEST
DT	DURING TAXI
FF	IN-FLIGHT
IF	NORMAL OPERATION
MI	MAINTENANCE INSPECTION
NR	NOT REPORTED
OR	RECEIPT INSPECTION
OT	OTHER
PF	PRE-FLIGHT INSPECTION
PM	PMS INSPECTION OR DURING PMS
QA	QA INSPECTION
SI	LIGHTING OFF OR STARTING

PUR - PURCHASE REFERRAL TYPE

CODE	LITERAL
1	WAIVER
2	DEVIATION
3	VIR
4	PQDR
5	ECP
6	TIR

RYG DELIVERY CODES

CODE	LITERAL
I1	ASSESSED DELIVERY RATE < 65%
I2	ASSESSED DELIVERY RATE < 65%/LAST 5 ON TIME
I3	ASSESSED DELIVERY RATE < 65%/ONLY 1 LATE DELIVERY
I4	ASSESSED DELIVERY RATE > 65% AND 89%
I5	ASSESSED DELIVERY RATE > 65% AND < 89%/LAST 5 ON TIME
I6	ASSESSED DELIVERY RATE > 89%

RYG - REASON CODES

CODE	COLOR	LITERAL
A1	RED	AN OPEN BULLETIN THAT HAS BEEN CLASSIFIED “RED”.
A2	YELLOW	AN OPEN BULLETIN THAT HAS BEEN CLASSIFIED “YELLOW”.
B1	RED	AN OPEN CRITICAL GIDEP REPORT.
B2	RED	3 OR MORE OPEN MAJOR GIDEP REPORTS WITHIN 2 YEARS.
B3	YELLOW	1-2 OPEN MAJOR GIDEP REPORTS WITHIN 2 YEARS.
B4	YELLOW	3 OR MORE OPEN MINOR GIDEP REPORTS WITHIN 2 YEARS.
C1	RED	2 OR MORE DEFECTIVE LOTS WITH AN ASSESSED DEFECT RATE (ADR) OF 11% OR GREATER.
C2	YELLOW	2 OR MORE DEFECTIVE LOTS WITH AN ADR > 4% AND < 11%.
C3	YELLOW	ONLY ONE DEFECTIVE LOT AND ADR > 4%.
C4	YELLOW	2 OR MORE DEFECTIVE LOTS WITH AN ADR OF 11% OR GREATER AND LAST 5 CONSECUTIVE LOTS ACCEPTABLE.
C5	GREEN	AN ASSESSED DEFECT RATE OF 4% OR LESS.
C6	GREEN	2 OR MORE DEFECTIVE LOTS WITH AN ADR > 4% AND < 11% AND LAST 5 CONSECUTIVE LOTS ACCEPTABLE.
C7	GREEN	ONLY ONE DEFECTIVE LOT AND ADR > 4% AND LAST 5 CONSECUTIVE LOTS ACCEPTABLE.
D1	RED	AN OPEN METHOD D.
D2	RED	MORE THAN ONE OPEN METHOD C OR E.
D3	YELLOW	ONE OPEN METHOD C OR E.
E1	RED	MORE THAN 9 POINTS TOTAL FOR PQDRS IN THE TIME FRAME.
E2	YELLOW	9 POINTS TOTAL FOR PQDRS IN THE TIME FRAME.
F1	RED	LATEST PRE-AWARD SURVEY WITH AN RECOMMENDATION OF “NO AWARD” (NO CORRECTIVE ACTIONS PROVIDED)
F2	YELLOW	LATEST PRE-AWARD SURVEY WHERE THE QUALITY AND THE OVERALL RECOMMENDATION ARE IN CONFLICT.
F3	GREEN	LATEST PRE-AWARD SURVEY HAS A RECOMMENDATION OF “AWARD”.
F4	GREEN	PRE-AWARD WITH RECOMMENDATION OF “NO AWARD” AND CORRECTIVE ACTIONS RECEIVED AND ACCEPTED
G1	RED	LATEST OPEN SURVEY CONDUCTED IN THE LAST 2 YEARS THAT HAS “UNACCEPTABLE” RATABLE FACTORS.
G2	YELLOW	LATEST OPEN SURVEY THAT WAS CONDUCTED IN LAST 2

		YEARS THAT HAS “ACCEPT WITH CORRECTIONS” RATABLE FACTORS.
G3	GREEN	LATEST SURVEY THAT WAS CONDUCTED IN THE LAST 2 YEARS THAT HAS ALL “ACCEPTABLE” RATABLE FACTORS.
G4	GREEN	LATEST SURVEY CONDUCTED IN LAST 2 YEARS THAT HAS “UNACCEPTABLE” OR “ACCEPTABLE WITH CORRECTIONS” RATABLE FACTORS AND HAS HAD CORRECTIVE ACTIONS RECEIVED AND ACCEPTED.
H1	RED	LAST 2 TEST REPORTS IN 2 YEARS ARE UNSATISFACTORY.
H2	YELLOW	LAST TEST REPORT IN 2 YEARS IS UNSATISFACTORY.
H3	GREEN	LAST TEST REPORT IN 2 YEARS IS SATISFACTORY.
NA	-----	INSUFFICIENT DATA TO CLASSIFY AS RED, YELLOW, OR GREEN

SRV - CONTRACTOR ASSESSMENT

CODE	LITERAL
1	AWARD
2	NO AWARD
3	ACCEPTABLE
4	UNACCEPTABLE
5	QUALIFIED
6	NOT QUALIFIED
7	QUAL WITHHELD
8	ACCEPTABLE W/CORRECTION(S)
10	UNKNOWN

SRV - CONTRACTOR CATEGORY REVIEWED

CODE	LITERAL
1	ORGANIZATION
2	ENG & DWG CONTROL
3	MEAS/TEST EQUIP
4	PURCH/RECEIPT INSP
5	SPECIAL PROCESSES
6	MFG CONTROL/IN-PROCESS INSPECTION
7	FINAL INSPECTION
8	HDLG/STORAGE/PACKAGE/DELIVERY
9	NON-CONFORM SUPP/CORRECT ACTION
10	TECHNICAL CAPABILITY
11	PRODUCTION CAPABILITY
12	FINANCIAL CAPABILITY
13	ACCOUNTING SYSTEM
14	TRANSPORTATION
15	SECURITY
16	PLANT SAFETY
17	ENVIRONMENTAL CONSIDERATION

18	OTHER
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SURV - SURVEY TYPE

CODE	LITERAL
1	PRE-AWARD
2	POST-AWARD
3	PRODUCT ORIENTED
4	SPECIAL
5	QUALITY SYSTEM REVIEW
6	QUALIFIED SERVICES LIST
7	MASTER ORDNANCE REPAIR
8	INSPECTION CAPABILITY REVIEW
9	QUALIFIED PRODUCTS LIST

TEST - DISPOSITION

CODE	LITERAL
1	ACCEPT
2	ACCEPT-WAIVED
3	RETURN TO VENDOR
4	REPAIR
5	OTHER
6	APPROVE
7	DISAPPROVE
8	CONDITIONALLY APPROVE

TEST - TYPE

CODE	LITERAL
1	FIRST ARTICLE
2	PRODUCTION LOT TESTING
3	PERIODIC SAMPLING TEST
4	UNKNOWN
5	TEST TYPE NOT AVAILABLE
6	TEAR DOWN INSPECTION

3.17. ACRONYMS/ABBREVIATIONS.

ACT	Action
ACTY	Activity
AEA	Approved Engineering Alternative
ASN(RD&A)	Assistant Secretary of the Navy (Research, Development and Acquisition)
ATTR	Attribute
ATTRIB	Attribute
CAGE	Commercial and Government Entity
CAL	Contractor Alert List

CAO	Contract Administration Office
CAT	Category
CD	Code
CDE	Method C, D and/or E
CES	Contractor Evaluation System
CIM	Controlled Industrial Material (Non-level Material)
COMP	Completion
CORR	Corrective
CSR	Computer Support Request
CRIT	Critical
DEF	Deficiency/Defective
DESC	Description
DLA	Defense Logistics Agency
DoD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DSN	Defense Switched Network
ET	Eddy Current Test
FSC	Federal Supply Classification
GFM	Government Furnished Material
GIDEP	Government and Industry Exchange Program
GSA	Government Service Administration
GSI	Government Source Inspection
INFO	Information
INSP	Inspection
INST	Instruction
LVL	Level
L1	Level 1
L3	Level 3
MAJ	Major
MATL	Material
MIN	Minor
MIR	Material Inspection Record
NAVAIR	Naval Air Systems Command
NAVFAC	Naval Facility Systems Command
NAVSEA	Naval Sea Systems Command
NAVSEALOG	Naval Sea Systems Command Logistics Center
NAVSEALOGCENDET	Naval Sea Systems Command Logistics Center Detachment
NAVSUP	Naval Supply Systems Command
NIIN	National Item Identification Number
NO	Number
NON-NUC	Non-Nuclear
NON-RESP	Non-Responsive
NSN	National Stock Number
NUC	Nuclear
OASN	Office of the Assistant Secretary of the Navy

PC(s)	Piece(s)
PDREP	Product Data Reporting and Evaluation Program
PQDR	Product Quality Deficiency Report
PREP	Preparation
PUR	Purchase Referral
QALI	Quality Assurance Letter of Instruction
QPL	Qualified Products List
QTY	Quantity
R&D	Research & Development
R/Y/G	Red/Yellow/Green
RECD	Received
REJ	Reject
REJD	Rejected
REPT	Reporting
RYG	Red/Yellow/Green
SBA	Small Business Administration
SECNAV	Secretary of the Navy
SECNAVINST	Secretary of the Navy Instruction
SMIC	Special Material Identification Code
SPQ	Special Quality Data
SRV	Survey
SS	SubSafe
ST	State
SYS	Systems Command
SYSCOM	Systems Command
TST	Test

3.18. TOOL BAR DEFINITION.

FILE	DESCRIPTION
CHANGE PASSWORD	Allows the user to change his/her password.
FEEDBACK	Allows the user to offer suggestions/comments on the PDREP system. Also allows the user to turn on/off the display of the screen when exiting PDREP.
NEW	Allows the user to enter new qualifiers for a report just built or to enter a new record (online).
OPEN	Opens a previously saved Ad-hoc report or record (online).
SAVE	Saves an Ad-Hoc report after the user has created and built the report. Also saves a record after it has been entered via the online option.
SAVE AS...	Allows the user to save the generated report in a variety of predetermined formats.
PRINT...	Allows the user to print the report to a local printer, selecting printer, number of copies, and range of pages to print.
PRINT PREVIEW	Allows the user to see on the screen how the report will display

	on the printer.
PRINT SETUP...	Allows the user to select desired printer for output.
CLOSE	Closes the current window and returns you to the Main Menu (Same as Close Toolbar Button).
EXITALT&F4	Logs the user off the PDREP system and exits the application (same as Exit Toolbar Button)..
EXTRACTS	Displayed for NAVICP and NAVSEALOG personnel who have been granted access to download data for a special program.
BATCH LOADS	Allows the qualified users to load specific data formats into the PDREP application and to receive a report listing any errors received for a specific batch data load..

EDIT	DESCRIPTION
COPY	Function is only available under Online and allows the user to copy a record displaying on the screen and change key information as well as other information that needs changing.
CLEAR	Function is only available under Online and allows user to clear the record currently displayed on the screen.
DELETE	Function is only available under Online and allows user to delete the record currently displayed on the screen.
EXPORT	Allows the user to extract data from a generated Ad-Hoc Report to be imported into software supporting DAT format.
SORT	Allows the user to sort an Ad-hoc Report which is displayed on the screen.

WINDOW	DESCRIPTION.
TILE VERTICAL	Reports are displayed side by side.
TILE HORIZONTAL	Reports are displayed one above the other.
LAYER	Reports are displayed one on top of the other.
CASCADE	Reports are displayed cascading downwards.
TOOLBARS	Toolbars can be placed anywhere on the screen (left, top, right or bottom of screen). The default is at the top. Show Text Show Tips

HELP	DESCRIPTION
CONTENTS	Provides a listing of available topics on which help is available.
SEARCH FOR HELP ON	Provides a definition for a specific word or topic selected by the user.
HOW TO USE HELP	Provides instructions for using help.

ABOUT...	Provides the current version for the PDREP application.
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CHAPTER 4 - PRODUCT SUBSTITUTION FRAUD

4.1. PURPOSE. This chapter provides guidance for assisting investigations of product substitution fraud. Product substitution fraud is any willful substitution of products or materials, including adulteration or substitution of certification documents, that results in the acquisition of unauthorized materials.

4.2. BACKGROUND. Unauthorized product substitution affects the safety of personnel, the mission of ships and field activities, increases costs and reduces available resources.

4.3. GENERAL PROCEDURES

4.3.1. Suspected product substitution fraud by a contractor shall be reported by cognizant field activities or headquarter codes through a cognizant Deputy Commander to the system command Inspector General. Communication shall be limited by the originator to the Deputy Commander and the investigative agency contacted. If the allegations involve critical or time-sensitive material a telephone report should be initiated. NAVY IG HOTLINE 1-800-522-3451.

4.3.2. The program manager will assist in investigation of alleged product substitution fraud as requested by either the SYSCOM Inspectors General, Naval Inspector General, or Naval Criminal Investigative Service.

4.3.3. The PDREP functional manager shall provide data from PDREP to the program manager and Navy SYSCOMS Inspectors General, as requested, to assist in the investigation of product substitution cases. Data will be released to the Naval Criminal Investigative Service (NCIS) by the PDREP Functional Manager as authorized by the Navy SYSCOMS Inspectors General.

CHAPTER 5 - RED/YELLOW/GREEN (RYG) PROGRAM

5.1. PURPOSE. The RYG system provides Navy buyers and quality assurance specialists a source of contractor past performance information to reduce the risk of receiving nonconforming products and late deliveries. Contractors are classified as Red (high risk), Yellow (moderate risk), Green (low risk), or Neutral (no past performance data to classify) for the quality and delivery performance of each Federal Supply Classification or Federal Service Code (FSC) that the Contractor has supplied to the government in the past. Based on this data, the RYG buyer may make adjustments to a contractor's offer to offset the Navy's costs in assuring a quality product is received on time. This document describes how to use RYG in source selection. NOTE: RYG WAS DESIGNED FOR APPLICATION TO SIMPLIFIED ACQUISITIONS. RYG MAY BE USED IN LARGE PURCHASES AT THE DISCRETION OF THE PROCUREMENT ACTIVITY. RYG IS ONLY ONE OF SEVERAL PAST PERFORMANCE SYSTEMS THAT ARE AVAILABLE TO NAVY BUYERS AND QUALITY ASSURANCE SPECIALISTS. OTHER SYSTEMS INCLUDE, BUT ARE NOT LIMITED TO, THE CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM (CPARS) AND THE AUTOMATED BEST VALUE MODEL (ABVM).

5.2. AUTHORITY. 48 Code of Federal Regulations (CFR) 9, 48 CFR 15, and 48 CFR 42 require that past performance be considered on competitive acquisitions. The Contractor Performance Assessment Reporting System (CPARS), RYG program and letter to contractors are some of the tools available to evaluate vendor past performance.

5.3. RYG MANAGEMENT. The RYG program is sponsored by the Office of the Assistant Secretary of the Navy (Research, Development and Acquisition), (OASN (RD&A)) and the Deputy for Acquisition & Business Management (ABM). The program is directed by Naval Supply Systems Command (NAVSUP), Contracting Management Directorate (02); and administered by Naval Sea Systems Command Logistics Center Detachment Portsmouth (NAVSEALOGCEN DET PTSMH). Questions about the program may be directed to Ronald Shultz, NAVSUP, Bldg. 309, Code 21B, Mechanicsburg, PA 17055, DSN 430-3706, or Commercial (717)334-6669.

5.4. RYG BACKGROUND/DESCRIPTION.

5.4.1. BACKGROUND. RYG is an outgrowth of the Navy's Product Data Reporting and Evaluation Program (PDREP), established by NAVSO P3683. PDREP is a centralized system used by the Navy to manage its deficiency reporting systems and to collect and analyze contractor past performance data for use in the acquisition process. PDREP is the Navy's official repository of contractor product quality history data. Data comes from a variety of sources, including Navy activities, the Defense Logistics Agency, and the Small Business Administration. The PDREP contractor past performance data that supports RYG is available on-line over dial-up telephone lines to any authorized activity. To request access to PDREP, contact NAVSEALOGCEN DET PTSMH at DSN 684-1690, Commercial (603)431-9460, extension 486.

5.4.2. RYG CONCEPT (refer to Figure 5-1). RYG uses PDREP past performance data to determine the degree of risk to the Navy of receiving non-conforming products. Assigning a color to a

contractor's historical product quality performance and delivery performance on individual FSC indicates the degree of risk.

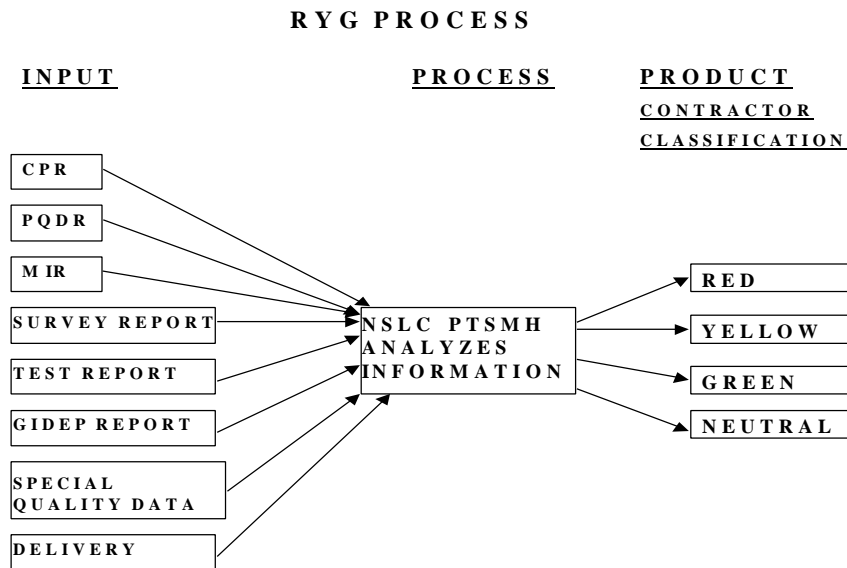


Figure 5-1 RYG Process

Green Classification - indicates the contractor has demonstrated satisfactory performance in delivering a quality product or has demonstrated satisfactory capability to deliver on time for a specific FSC. Evaluation of quotations/proposals for award may continue in accordance with established acquisition regulations without consideration of unusual administrative actions. Factors other than past performance determine the offeror's eligibility for award.

Yellow Classification - indicates that the contractor has sufficient negative past performance for a specific FSC to require additional administrative actions aimed at reducing the risk of poor quality products and late deliveries to the Navy.

Red Classification - indicates that the contractor's negative past performance for a specific FSC is serious enough to require additional administrative actions aimed at reducing the risk of poor quality products and late deliveries to the Navy.

Neutral Classification - indicates first time offerors or offerors for whom current, up-to-date past performance is unavailable. Additional administrative actions may be needed.

The RYG Program and the Technical Evaluation Adjustments (TEAs) should be used primarily for Simplified Acquisition Procedures (SAP). The specialist who award contracts above the Simplified Acquisition Threshold (SAT) will probably rely on other sources for past performance information, i.e. CPARS, Dunn & Bradstreet ratings, pre-award surveys, debarred list, etc.

A TEA represents the Government's anticipated cost of additional administrative actions needed to reduce the risk of receiving a nonconforming product or late delivery from a red or yellow offeror. TEAs are added to a an offeror's quoted price on a red or yellow FSC during the evaluation of

quotations to determine the best overall purchase value for the Government -- "price and other factors considered." Two TEA methods are available. Standardized TEAs were developed for activities without a quality assurance department. Customized TEAs may be developed and used by activities with an established quality assurance department. Use of the RYG program does not remove the responsibility of an activity to assure quality assurance functions are performed as necessary.

5.4.3. RYG AUTOMATED SYSTEM. The RYG system is a microcomputer application that runs on any DOS personal computer with a minimum of 512K RAM and floppy disk capability. The system requires approximately 10 MB of hard disk space for both data and programs and a modem at each site to download monthly classification data or FTP capability on the Internet. To request access to the system, mail or fax a completed RYG Bulletin Board Access Request (Section 5.5.11.) to NAVSEALOGCEN DET PTSMH.

Once a month, a PDREP computer program using pre-defined RYG classification criteria produces red, yellow, green, or neutral classifications for each FSC for which a PDREP contractor has product quality history (deficiency reports, inspection records, surveys, etc.) and delivery history. Information on companies newly classified "Red" or "Yellow" are put in a review file for seven days, in order to give the Procurement Quality Assurance (PQA) activities time to review the newly created classifications. Activities can submit a "hold" request to NAVSEALOGCEN DET on classifications. Companies that have negative FSC classifications are notified and given three weeks to challenge the data can be used in source selection. (see Figure 5-2 for the RYG Flow Chart).

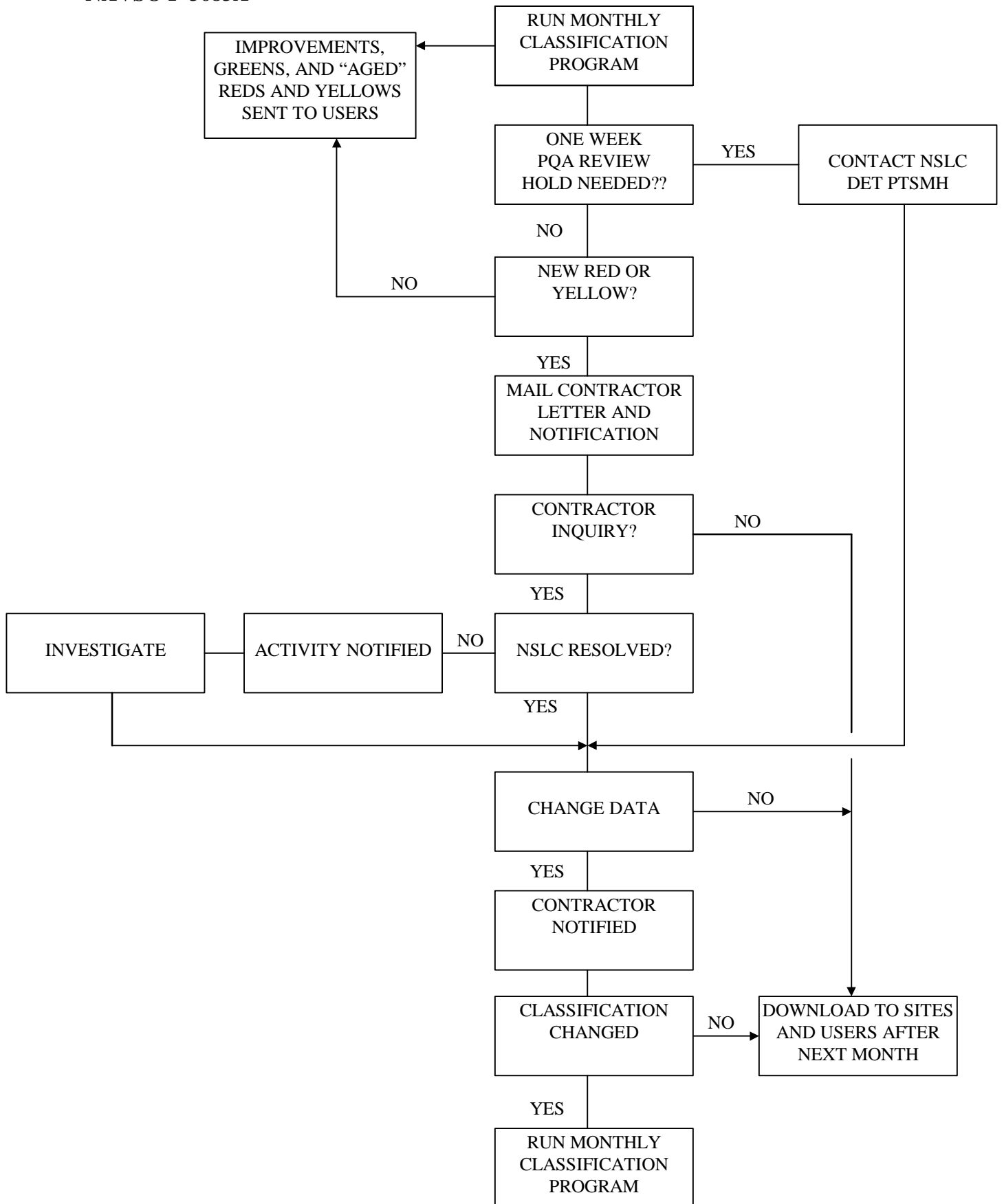


Figure 5-2 RYG Flow Charts

Standardized TEAs are accessed simply by typing an FSC, Commercial and Government Entity (CAGE) code, and price of each offeror. The program provides an adjusted price through automatic selection and application of standardized TEAs based on RYG classification.

Customized TEAs require the same input, but the program provides an adjusted price based on automatic application of an activity's pre-selected TEAs based on RYG classification. An activity determines and substantiates its own TEA costs (usually the quality assurance staff), and stores them in the system for repeated use.

Contractor inquiries about classifications or actions required to change classifications should be referred to NAVSEALOGCEN DET PTSMH, Federal Building, Room 400, 80 Daniel Street, Portsmouth, NH 03801-3884 (DSN 684-1690 or (603) 431-9460, FAX (603) 431-9464).

Paragraph 5.6 contains detailed instructions on how to use the RYG automated system.

5.5. RYG PROCESSES/PROCEDURES.

5.5.1. **RYG ACQUISITION PROCEDURES AND GENERAL POLICY.** This section describes the policies that apply to the RYG acquisition procedures. Specific policies and processing details that apply to the individual procedures are in the sections that describe the procedures.

5.5.2. **RYG COMMODITIES.** RYG applies to commodities used to build and maintain the Fleet and support organizations. Within these guidelines, activities using RYG shall choose the set of commodities that shall be subject to RYG acquisition procedures.

5.5.3. **RYG WAIVER.** Once an activity selects a set of commodities for RYG procedures, all subsequent purchases of those commodities must follow the RYG procedures unless waived for an individual acquisition by the Chief of the Contracting Office or a designee not below a supervisory level. RYG acquisition waivers shall be reported in accordance with the RYG Reporting Requirements (see 5.5.7)

5.5.4. **RESPONSIBILITY DETERMINATION.** RYG does not eliminate the requirement to make a determination of responsibility for every prospective contractor prior to award, or the requirement to include all documentation supporting the determination in the contract file. A contractor's RYG FSC classification does not determine a contractor's responsibility. Responsibility is based on the criteria established in FAR, part 9.

5.5.5. RYG SOLICITATIONS:

a. The solicitation shall contain a notice to offerors essentially as follows: "This procurement is part of the Navy's Contractor Evaluation System, Red/Yellow/Green Program. Award will be based on the Contracting Officer's decision as to which offer provides the best value to the Navy - price, past quality performance, and other factors considered. Details are provided in clauses 5252.213-9401 NOTICE TO PROSPECTIVE SUPPLIERS (April 1999) and 5252.213-9402 ADDITIONAL EVALUATION FACTOR FOR CONSIDERATION OF PAST PERFORMANCE - NAVY RED/YELLOW/GREEN PROGRAM (April 1999).

b. Section L of the solicitation shall include NAVSUP Clause 5252.213-9401 NOTICE TO PROSPECTIVE SUPPLIERS (April 1999), as written in NAVSUP Publication 592.

c. Section M of the solicitation shall include NAVSUP Clause 5252.213-9402 ADDITIONAL EVALUATION FACTOR FOR CONSIDERATION OF PAST PERFORMANCE - NAVY RED/YELLOW/GREEN PROGRAM (April 1999), as written in NAVSUP Publication 592.

5.5.6. RYG CLASSIFICATION. RYG does not classify a contractor -- it classifies a contractor's past product quality and delivery performance for the FSCs for which there is quality/delivery history in the PDREP database for the contractor. Because of this, a contractor may be green for one FSC, red for another, yellow for a third, and "neutral" for a fourth.

The intent of a red or yellow classification is to deter awards to contractors with a history of poor quality or late deliveries, but under no circumstances is a contractor to be barred from competing on a requirement because of a red or yellow classification.

An RYG activity must update its RYG database at the beginning of each month. If a classification changes during the month because of a Government error, NAVSEALOGCEN DET PTSMH notifies RYG activities and they must update their RYG databases with the new classification.

RYG FSC classifications are not subject to reclassification as a result of pre-award Government actions related to an acquisition.

NAVSEALOGCEN DET PTSMH should be contacted immediately if a Contracting Officer or quality department has valid, current information, which raises questions about the appropriateness of a contractor's FSC classification for an acquisition.

5.5.7. RYG REPORTING REQUIREMENTS. NAVSEALOGCEN DET PTSMH shall produce a quarterly report to apprise OASN(RD&A) PI, NAVSUP 21, and activities participating in RYG of the status of the program. Activities participating in RYG shall complete an RYG awards report for each RYG acquisition including waived acquisition. Activities participating in RYG, shall report protests to NAVSUP, Code 21, Bldg. 309, Mechanicsburg, PA 17055, FAX (717)605-6479.

5.5.8. RYG TECHNICAL EVALUATIONS ADJUSTMENT (TEA) PROCEDURES. RYG TEA Procedures apply to all oral or written quotations for those commodities or FSCs chosen by each respective activity for inclusion in the RYG program.

The use of RYG Simplified Purchase Procedures for purchases made under established Blanket Purchase Agreements, imprest fund purchases, and delivery orders against established contracts or with Government sources of supply - including mandatory sources, is at the discretion of the activity. If RYG procedures are used, the activity must issue a written, confirming purchase order if the acquisition changes the terms of the Blanket Purchase Agreement, contract, or purchase method.

Neither standardized nor customized TEAs shall be applied to the quoted price in a sole source acquisition even if additional quality assurance functions are performed.

Waivers - refer to Section 5.5.3 - RYG Process/Procedures.

RYG acquisitions using TEAs shall include the clauses in attachment to advise potential sources of the RYG procedures that will be used in the evaluation process.

Standardized TEAs - activities may elect to use standardized TEAs to determine the RYG evaluated price. Standardized TEAs are accessed through the RYG software, which automatically provides the evaluated price for each offeror. Determination of specific quality functions required to insure receipt of conforming products are the responsibility of the Contracting Officer.

Customized TEAs - activities with quality departments may elect to use customized TEAs that are input into and accessed through the RYG automated system. Section 5.5.12 shows an example of application of custom TEAs to red and yellow quotes in a simplified purchase environment. The TEA(s) and their cost(s) are examples only. Each activity chooses the TEAs most applicable to its processing environment and uses its own stabilized man-hour rate and other associated costs to calculate TEA costs.

An activity must ensure that additional quality actions on which any customized TEAs are based are performed as they pertain to the acquisition.

Responsibility determination - see Section 5.5.4 RYG Processes/Procedures

5.5.9. RYG GREATEST VALUE/BEST BUY PROCEDURES.

A. General

(1) RYG Greatest Value/Best Buy (GV/BB) Procedures apply to negotiated, competitive solicitations - when other than Technical Evaluations Adjustment Procedures are used.

(2) In situations where "sealed bidding" procedures would otherwise be most appropriate for these requirements, the GV/BB technique using RYG criteria should be considered.

(3) Activities may select the source selection/evaluation procedure best suited to their needs. However, when using RYG, appropriate considerations of price and RYG classifications are to be determined for individual acquisitions on a case-by-case basis. Source selection criteria shall not include any factors other than price and RYG classifications without prior written approval from the Chief of the Contracting Office.

(4) Whenever possible, commodities subject to RYG shall be procured separately from non-RYG commodities. Where separation is impractical, non-RYG commodities shall be evaluated only on the basis of price. The source selection/evaluation plan shall reflect both source selection and evaluation methods.

(5) The cognizant Quality staff shall prepare a source selection/evaluation plan that includes the criteria for evaluating red, yellow, and green FSCs. The plan shall be forwarded to the procuring activity, along with the Acquisition Request, for review and approval by the Contracting Officer.

(6) Except where noted otherwise, procedures for source selection and evaluation shall generally be in accordance with NAVSUPINST 4200.79B.

(7) Synopsis. When required for RYG acquisitions, the Commerce Business Daily synopsis shall state that, "While price is a factor in the evaluation of offerors, the final contract award decision will be based on a combination of factors, including past performance of the contractor whose price quotation is being evaluated". When a synopsis is not required (i.e., requirements under \$25,000), potential offerors shall be advised of the RYG evaluation procedures orally.

(8) Reporting requirements - see Section 5.5.7.

5.5.10. RYG CLASSIFICATION CRITERIA. The following criteria determine which color rating the contractor will receive for a certain FSC: Green - a green quality classification means the contractor has demonstrated satisfactory performance in delivering a quality product for a specific FSC. A Green delivery classification means the contractor has demonstrated satisfactory on time delivery for a specific FSC. FSCs with this classification would normally receive an adjectival rating of "good" to "excellent".

Yellow - a yellow quality classification means that the contractor has sufficient negative quality history for a specific FSC to require additional administrative actions aimed at reducing the risk of poor quality products being delivered to the Navy. A yellow delivery rating means a contractor has sufficient late deliveries for a specific FSC to require additional administrative actions aimed at reducing the risk of receiving another late delivery. FSCs with this classification could receive an adjectival rating of "average", "good", or even "marginal" - depending on the number of quality or delivery problems and the severity of each.

Red - a red quality classification means that the contractor's negative quality history for a specific FSC is serious enough to require approval of award at a level above the Contracting Officer. Previous experience with the contractor's commodity has yielded products that were less than satisfactory or totally unacceptable. A red delivery classification for a specific FSC means that the contractor has been late a large amount of time and requires approval a level above the Contracting Officer. The normal adjectival rating would be "marginal" or "unacceptable."

Neutral Data - first time offerors or offerors for whom current, up-to-date quality or delivery performance history is unavailable are labeled "neutral" contractors. A "neutral" FSC shall be evaluated solely on the basis of "lowest price, technically acceptable." Activities are encouraged to request past performance data in the solicitation to be considered in the responsibility determination process. (See FAR 9.104-3(c) and DFAR 209-104-3(c).)

RYG Classification Criteria

RED

- A1 An open Bulletin that has been classified "Red"
- B1 An open critical Government Industry Data Exchange Program (GIDEP) report
- B2 3 or more open major GIDEP reports within 2 years
- C1 2 or more defective lots with an Assessed Defect Rate (ADR) of 11% or greater
- D1 An open Method D
- D2 More than one open Method C or E
- E1 More than 9 points total for PQDRs in the time frame
- F1 Latest Pre-Award Survey with a recommendation of "No Award" with no corrective actions provided
- G1 Latest open Survey that was conducted in the last 2 years that has "Unacceptable" ratable factors
- H1 Last 2 test reports in 2 years are unsatisfactory
- I1 Assessed Delivery Rate less than 65%

YELLOW

- A2 An open Bulletin that has been classified "Yellow"
- B3 1-2 open major GIDEP reports within 2 years
- B4 3 or more open minor GIDEP reports within 2 years
- C2 2 or more defective lots with an ADR > 4% and < 11%
- C3 Only one defective lot and ADR > 4%
- C4 2 or more defective lots with an ADR of 11% or greater and last 5 consecutive lots acceptable
- D3 One open Method C or E
- E2 5-9 points total for PQDRs in the time frame
- F2 Latest Pre-Award Survey where the Quality and the overall recommendation are in conflict
- G2 Latest open Survey that was conducted in last 2 years that has "Accept with Corrections" ratable factors
- H2 Last test report in 2 years is unsatisfactory
- I2 Assessed Delivery Rate between 65% and 89%
- I3 Assessed Delivery Rate < 65% and only 1 late delivery
- I4 Assessed Delivery Rate < 65% and last 5 deliveries on time.

GREEN

- C5 An ADR of 4% or less
- C6 2 or more defective lots with an ADR >4% and < 11% and last 5 consecutive lots acceptable
- C7 Only one defective lot and ADR > 4% and last 5 consecutive lots acceptable
- F3 Latest Pre-Award Survey has a recommendation of "Award"
- F4 A Pre-Award Survey with a recommendation of "No Award" and with corrective actions received and accepted
- G3 Latest Survey that was conducted in the last 2 years that has all "Acceptable" ratable factors
- G4 Latest Survey that was conducted in the last 2 years that has "Unacceptable" or "Acceptable with Corrections" ratable factors and has had corrective actions received and accepted
- H3 Last test report in 2 years is satisfactory
- I5 Assessed Delivery Rate > 89%
- I6 Assessed Delivery Rate between 65% and 89% and last 5 deliveries on time
- J1 Contract Performance and no Quality Performance

5.5.11. RYG ACCESS REQUEST. Users should submit a User Access Request Form (found in Chapter 1), selecting RYG Program, under Section B of the form.

5.5.12. SIMPLIFIED ACQUISITION PROCEDURES CUSTOM TEA.

The information in this section is considered "source selection information," and should be handled in accordance with FAR 3.104.

The following is an application of TEAs to red and yellow offerors in a sample RYG Technical Evaluation Adjustment acquisition. The TEAs and their cost are examples only; each activity chooses the TEA(s) most applicable to its processing environment and uses its own stabilized man-hour rate and other associated costs to calculate TEA costs.

Quality Red Classification

Government Source Inspection	\$ 500
Receipt Inspection at Destination (Navy Rep)	1,194
Quality Assurance Letter of Instruction	755
Total	\$2,449

Delivery Red Classification

Administrative Cost	814
---------------------	-----

Quality Yellow Classification

Government Source Inspection	\$ 500
Quality Assurance Letter of Instruction	755
Total	\$1,255

Delivery Yellow Classification

Administrative Cost 480

Sample Acquisition

a.	Requirement:	Qty	Nomenclature	FSC
		10	Bolts	5306
		20	Nuts & Washers	5310

b. Offers:

FSC	Offer Price	Quality Classification	Delivery Classification	Total TEA	Evaluated Offer
-----	-------------	------------------------	-------------------------	-----------	-----------------

ABC Corporation

5306	\$3,100	Green	Green	\$ 0	\$3,100
5310	\$2,800	Yellow	Green	\$1,255	\$4,055
				Total	\$7,155

JKL Company

5306	\$3,000	Yellow	Yellow	\$1,735	\$4,735
5310	\$2,900	Green	Green	\$ 0	\$2,900
				Total	\$7,635

PQR Ltd.

5306	\$3,200	Green	Green	\$ 0	\$3,200
5310	\$3,000	Green	Green	\$ 0	\$3,000
				Total	\$6,200

Source selection and award:

Assuming all other factors are equal among the offerors (transportation charges, discount terms, etc.), and that a determination of responsibility has been made and noted in the file, award of this purchase order would be made to PQR Ltd.

5.5.13. ADMINISTRATIVE ACTION SELECTION.

A. General

(1) The information in this section is considered “source selection information”, and should be handled in accordance with FAR 3.104. This section lists the criteria used to evaluate contractor/FSC combinations. This section may be used in selecting the specific set of administrative actions to be applied as they relate to classification colors and reasons.

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(2) These administrative actions are those normally used, however, there may be instances where additional actions may be needed, especially additional inspection. Quality staff should determine these additional actions and modify the custom TEA accordingly.

(3) Receipt Inspection at Source signifies inspection by Navy personnel at the contractor's facility instead of the normal receipt at destination. Due to time, costs, and logistic constraints associated with material handling at destination and repackaging/reshipping for return of nonconforming material, it is often in the best interest of the Government to perform receipt inspection at source to prevent nonconforming material from leaving the contractor's facility.

(4) Government Source Inspection and Quality Assurance Letter of Instruction may not always be appropriate even though recommended. Neither is applicable when purchasing catalog or off-the-shelf items.

(5) Product Oriented Surveys are highly recommended, however, it is recognized that many activities do not have the capability or resources to perform them.

B. Administrative Action Selection Guideline (see section 5.5.14. Section B)

Red Class <u>Code</u>	Section 5.5.14. <u>Administrative Action(s)</u>	Yellow Class <u>Code</u>	Section 5.5.14. <u>Administrative Action(s)</u>
A1	(1A or 1B), (2A or 2B), 3, 4, (5 or 6), 7	A2	4, (5 or 6), 7
B1, B2	(1A or 1B), (2A or 2B), 3, 4, (5 or 6), 7	B3, B4	4, (5 or 6), 7
C1	(1A or 1B), 3, 4, (5 or 6), 7	C2, C3, or C4	4, (5 or 6), 7
D1, D2	(1A or 1B), (2A or 2B), 4, (5 or 6), 7	D3	N/A
E1	(1A or 1B), (2A or 2B), 3, 4, (5 or 6), 7	E2	4, (5 or 6), 7
F1	(1A or 1B), 4 (5 or 6), 7	F2	(1A or 1B), 4 (5 or 6)
G1	(1A or 1B), (2A or 2B), 4, (5 or 6), 7	G2	4, (5 or 6)
H1	(1A or 1B), (2A or 2B), 4, (5 or 6), 7	H2	2A, 4, (5 or 6), 7

I1	8
I2, I3, I4	9

5.5.14. CUSTOM TECHNICAL EVALUATION ADJUSTMENTS.

A. General

(1) The information in this section is considered "source selection information," and should therefore be handled in accordance with FAR 3.104.

(2) The TEA costs in Section B are for example only. Each RYG activity shall use its own stabilized man-hour rate and other associated costs to calculate TEAs.

B. Administrative Actions and Costs

Administrative Action	TEA
1. Pre-Award Survey	
A. DCMC - Quality Survey	\$ 500
B. Acquisition Representative Participation	
(1) Local	\$ 775
(2) Intermediate	\$1,380
(3) Distant	\$2,095
2. Post-Award Orientation Conference	
A. DCMC - Quality	\$ 550
B. Acquisition Representative Participation	
(1) Local	\$1,075
(2) Intermediate	\$2,210
(3) Distant	\$3,590
3. Product-Oriented Survey - Acquisition Representative with DCMC Participation	
(1) Local	\$ 800
(2) Intermediate	\$1,500
(3) Distant	\$2,215
4. Government Source Inspection (DCMC)	\$ 500
5. Receipt Inspection at Source - Navy Representative with DCMC Participation	
(1) Local	\$ 650
(2) Intermediate	\$1,363
(3) Distant	\$2,182
6. Receipt Inspection at Destination - Navy Representative	
(1) Low	\$ 597
(2) Medium	\$1,194
(3) High	\$2,332
7. Quality Assurance Letter of Instruction	\$ 755
8. Red Delivery Administrative Cost	\$ 815
9. Yellow Delivery Administrative Cost	\$ 440

5.6. RYG APPLICATION.

5.6.1. RYG SYSTEM DESCRIPTION. The RYG system was developed by NAVSEALOGCEN DET PTMSH personnel using dBASE database and programmed and compiled using Clipper. The system runs on an IBM PC/AT compatible microcomputer running DOS 3.2 or greater with at least 512K memory and 10Mb of storage available on a hard disk. The RYG system will run on a local area network with multiple access of the system simultaneously. Menus are presented on the computer screen to show you what to type to perform any of the RYG functions. The main functions of the system are to:

- provide contractor's classifications
- assign Technical Evaluation (TEA) costs to offers
- make automatic adjustments
- report on the use of the system
- download monthly updated data from NAVSEALOGCEN DET PTSMH

5.6.2. MICROCOMPUTER ACCESS.

5.6.2.1. ACCESSING THE RYG MAIN MENU. To access the RYG Main Menu, from your microcomputers root directory you must type:

CD/RYG (if RYG is located in the sub-directory RYG)

When in the RYG directory, type: RYG

The Red/Yellow/Green System Main Menu (Figure 5-3) will display.

Time: HH:MM Date: MM/DD/YY Data Date: MM/DD/YY Rev x.x	Red/Yellow/Green System Main Menu
<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <ol style="list-style-type: none"> 1. SAT RYG Evaluation 2. Custom TEA RYG Evaluation 3. Above SAT RYG Evaluation 4. Classifications 5. Queries or Reports 6. RYG Award Reports 7. Telecommunications 8. Utilities 9. Quit </div>	
Select a Menu Choice F1 for Help	

FIGURE 5.3. RYG MAIN MENU

5.6.2.2. MAIN MENU OPTIONS. This section will give a brief description of the options on the Main Menu. A detailed description will follow for each option of the Main Menu.

5.6.2.2.1. SAT RYG EVALUATION. The SAT Evaluation program uses pre-determined TEA Costs associated with extra steps that the Government must take to insure that a quality product/service is obtained from the contractor on time. The FSC offer(s) and TEAs are added together, sorted in ascending order by adjusted cost, and displayed to show adjusted low offeror.

5.6.2.2.2. CUSTOM TEA EVALUATION. The Custom TEA Evaluation program uses TEA Costs as determined by your activity, to indicate extra steps that the Government must take to insure that a quality product is obtained from the contractor on time. The cost of taking these extra steps will vary between the different sites. Each site will put their own real costs into the Custom TEA Evaluation program so a true picture of the total cost of awarding to a contractor by that site is seen.

5.6.2.2.3. ABOVE SAT RYG EVALUATION. The Above Simplified Acquisition Threshold RYG Evaluation program is used to evaluate offers when selecting a source above the SAT where TEAs are not effective in displacing low offerors with poor past performance. Offerors CAGE, FSC and offer price are entered and the computer sorts them based on the combined color classifications showing the offeror with the best past performance. The user inputs the final selection from this sorted list of offerors.

5.6.2.2.4. CLASSIFICATIONS. The Classifications program is used to display the contractor's RYG classifications by FSC. It also displays the contractor's address, the FSC description, and the reasons for the classification.

5.6.2.2.5. QUERIES OR REPORTS. The Queries/Reports program allows you to (1) execute standard reports, (2) create and execute custom queries, and (3) create and execute custom reports with filtering options. These are menu driven systems with help provided.

5.6.2.2.6. RYG AWARD REPORTS. For each award made utilizing the RYG system, a report must be completed. The data from the report form is one of the measures of success for the RYG program. With the information obtained from the sites, NAVSEALOGCEN DET PTSMH will generate management reports showing the trends resulting from use of RYG. The data from the report form is stored in a file and electronically collected monthly during the RYG database telecommunications procedure.

5.6.2.2.7. TELECOMMUNICATIONS. The Telecommunications program dials the NAVSEALOGCEN DET PTSMH Bulletin Board and receives the latest RYG data files. After all files are received, the program will transfer the activity's Report file to NAVSEALOGCEN DET PTSMH.

5.6.2.2.8. UTILITIES. The Utility program allows you to change your System Default Values, assign TEA Costs, Re-Index databases, or choose the color scheme for the RYG system display on your microcomputer.

5.6.2.2.9. QUIT. The Quit program exits you out of the RYG system and returns you to the DOS prompt or to Windows if that is where RYG was started.

5.6.3. SAT RYG EVALUATION. If option 1 is selected from the Main Menu, the SAT RYG Evaluation input screen (Figure 5-4) will display.

Time: HH:MM		Red/Yellow/Green System				
Date: MM/DD/YY						
Data Date: MM/DD/YY		SAT RYG Evaluation				
Rev x.x						
Solicitation No:		Buyers Code:				
CAGE CODE	FSC1	FSC2	FSC3	FSC4	FSC5	
Enter Data PgUp Clear PgDn Next Screen Esc to Exit F1 for Help						

FIGURE 5-4. SAT RYG EVALUATION INPUT

Use this part of the RYG system when you wish to evaluate sources using Simplified Acquisition Threshold Procedures. Type the RYG Solicitation Number and Buyer's Code (required field). You may enter up to five FSCs per evaluation. At least one FSC number is required for an evaluation. If an improper or invalid FSC is entered the program gives an error message. When a valid FSC is entered a message showing the literal name of the FSC will display, type the next FSC to be entered or press the enter key and cursor will proceed to next FSC block. Enter all FSCs that you are evaluating and leave any FSC block not needed blank. If you need to evaluate more than five FSCs for a particular solicitation, use multiple evaluations (five FSCs max at a time), print out the outcome of each of the evaluations and manually add together the adjusted offers for each offeror for each evaluation to determine the best overall value.

Type the contractor's CAGE Code and the offer amount (both required fields) for each FSC that you have entered. RYG evaluation must have an offer for each FSC from each contractor to work. If some contractors have not offered on all FSCs you must separate out only the FSCs that have offers from all. If the CAGE code is incorrect or not classified under RYG, the output screen will indicate that contractor is "*** NOT IN DATABASE ***" and the color will show N (Neutral). You are allowed up to 10 CAGE entries. Depress the PgDn key to end input. This will display Figure 5-5 showing the lowest adjusted offer first.

Time: HH:MM										Red/Yellow/Green System										Date: MM/DD/YY									
Data Date: MM/DD/YY										SAT Evaluation										Rev x.x									
Solicitation Number:															Buyers Code:														
Q D Q D Q D Q D Q D TOTAL										TOTAL																			
CAGE FSC1 C C FSC2 C C FSC3 C C FSC4 C C FSC5 C C TEA										ADJUSTED																			
CODE										OFFER																			
Up Arrow To Change										F10 Print Screen										F9 Save Report PgUp Clear Scr									

FIGURE 5-5. SAT RYG EVALUATION REPORT

Once the screen is displayed, depress the:

Up Arrow	to change any of the data
F10	to print the output
F9	to save the report
PgUp or Esc	to clear the screen

If F9 is depressed, the system will prompt:

"Enter the Contract Number if Known:"

If you do not know the contract number at this time press Enter. Otherwise enter the contract number and order number if appropriate. With the input of the contract number or a press of the Enter key the RYG award report will print if the printer is on-line. If the printer is not on-line a prompt asking you to fix this condition will display. Press Escape if you cannot print the RYG evaluation. It is strongly recommended that you print the evaluation screen and place the output in the contract folder. Once the print is completed and the data saved in the reports database, the screen will display "Data saved in reports database" and then return to this screen. Press Esc to return to previous screen.

5.6.4. **CUSTOM TEA EVALUATION.** If option 2 is selected from the Main Menu, the Custom TEA Evaluation screen (Figure 5-6) will display.

Time: HH:MM		Red/Yellow/Green System	
Date: MM/DD/YY			
Data Date: MM/DD/YY		Custom TEA Evaluation	
Rev x.x			
CAGE:		FSC:	CONTROL NUMBER:
NAME:			
ADDRESS:		QUALITY	
DELIVERY			
RYG CLASSIFICATIONS:			
QA ACTIONS	DCMC COST	ACTIVITY COST	
PRE-AWARD SURVEY:	û	û	
POST-AWARD SURVEY:	û	û	
PROD-ORIENTED SURVEY:	û	û	
SOURCE INSPECTION:	û	û	
	QALI: û	û	
	GSI: û		
RECEIPT INSPECTION COST: û		TOTAL QUALITY TEA: \$	
TOTAL DELIVERY TEA: \$			
'Y' to Select QA Actions PgDn to End Input F1 Help Esc to Exit			

FIGURE 5-6. CUSTOM TEA RYG EVALUATION INPUT

Type the contractor's CAGE code, FSC, and RYG Control Number (optional). The program will supply the contractor's Name and Address, as well as the contractor's RYG classifications for the FSC selected. If the contractor's FSC is Green or Neutral, QA costs are not appropriate and the display will indicate so and allow you to print out the evaluation without added TEAs. If the quality classification is either red or yellow you will choose the DCMC actions you intend to take by placing a "Y" in the box next to the action(s) desired. If your activity will participate in any of these actions indicate the cost associated with your involvement. If Receipt Inspection is to be performed you must designate the total cost. If the delivery classification is either Red or Yellow you may enter the cost associated with the late delivery in the Total Delivery TEA cost block.

As you make your selection of QA Actions, the TOTAL QUALITY TEA (located at the bottom right of the screen) displays.

Once you have made your selections, depress the:

PgDn to END INPUT or Esc to Exit to the MAIN MENU

Once the screen is completed or the PgDn key is depressed, the screen displays the TOTAL QUALITY TEA and the TOTAL DELIVERY TEA. Now you may:

F10 to Print the Report
 UP Arrow to change any Field
 PgUp to clear all fields

or Esc To Exit to the Main Menu
If Esc is selected, a "DO YOU WISH TO PRINT THIS OUT BEFORE LEAVING ?" prompt will display. Select either YES or NO and the Main Menu will display.

If F10 is depressed, the following screen (Figure5-7) will print on your microcomputer's printer:

Time: HH:MM		Red/Yellow/Green System	
Date: MM/DD/YY			
Data Date: MM/DD/YY	Custom TEA RYG Evaluation		
Rev x.x			
		RYG CONTROL NUMBER:	
CONTRACTOR CAGE CODE:	FSC:	FSC NAME:	
NAME:			QUALITY
DELIVERY			
ADDRESS:	RYG CLASSIFICATION:		
QA ACTIONS	DCMC COST	ACTIVITY COST	
PRE-AWARD SURVEY:	\$	\$	
PROD ORIENTED SURVEY:	\$	\$	
SOURCE INSPECTION:	\$	\$	
QALI:	\$	\$	
GSI:	\$	\$	
ACTIVITY RECEIPT INSPECTION:		\$	
TOTAL QUALITY TEA: \$			
TOTAL DELIVERY TEA: \$			

FIGURE 5-7. CUSTOM TEA RYG EVALUATION REPORT

Only Action(s) selected will print with the applicable costs. Keep this printout with the solicitation documentation.

5.6.5. ABOVE SAT RYG EVALUATION. If option 3 is selected from the Main Menu, the Above SAT RYG Evaluation screen will display.

Time: HH:MM		Red/Yellow/Green System	
Date: MM/DD/YY			
Data Date: MM/DD/YY		Above SAT RYG Evaluation	
Rev x.x			
Solicitation No:		Buyers Code:	
FSC(s)	CAGE CODE	AMOUNT OFFERED	
Enter Data PgUp Clear PgDn Next Screen Esc to Exit F1 for Help			

FIGURE 5-8 ABOVE SAT RYG EVALUATION INPUT

Enter the Solicitation number, Buyers Code and the FSC(s) you are evaluating. As you enter the FSC(s), a prompt showing the literal name of the FSC will appear. Press enter on a blank FSC block when done entering the FSC(s), and the cursor will go to the CAGE CODE column. Enter the CAGE and total offer amount for each contractor for each FSC being offered. Pressing the PgDn key or filling this screen will cause the computer to find the RYG quality and delivery classifications for these CAGE FSC combinations. The offerors will then be displayed sorted by the overall best-combined RYG classifications as indicated below.

Time: HH:MM		Red/Yellow/Green System	
Date: MM/DD/YY			
Data Date: MM/DD/YY		Above SAT RYG Evaluation	
Rev x.x			
Solicitation Number:		Buyers Code:	
CAGE CODE XXXXXX	AMOUNT OFFERED 999999	FSC1 XXXX	FSC2 XXXX
		FSC3 XXXX	FSC4 XXXX
		FSC5 XXXX	
Up Arrow To Change F10 Print Screen F9 Save Report PgUp Clear Scr			

FIGURE 5-9. ABOVE SAT RYG EVALUATION REPORT

Offer amount is only considered when the same combined color classification exist. Press the F9 key to save this evaluation after you decide who will receive the award. A prompt will display when the F9 key is pressed asking for the CAGE of the awarded offeror. The default CAGE is displayed and

may be selected by pressing the enter key. If other than the default CAGE is chosen for award, use the SPACE bar to cycle through the other CAGE codes you impute or type in the CAGE you will make the award to. When the CAGE is entered a prompt for the contract/PO number will display. Enter the contract number if known, otherwise leave it blank. The data from this evaluation will be saved in the RYG award reports file. A printout of the evaluation and the report will automatically be produced. The input screen will then display.

5.6.6. CLASSIFICATIONS. If option 4 is selected from the Main Menu, a prompt for searching the classifications by CAGE or Name will display. Type either 1 to search by CAGE or 2 to search by company name. The Classifications screen (Figure 5-10) will display and a scrollable list of all contractor FSC classifications will display. Search this list by typing in the CAGE or contractors name (determined by the answer to the first prompt) or use the PgUp/PgDn or Up/Down arrow or Home/End keys to move through the list. Highlight the contractor you wish and press the Enter key to view the classification information on this contractor.

Time: HH:MM			Red/Yellow/Green System		
Date: MM/DD/YY					
Data Date: MM/DD/YY			Classifications		
Rev x.x					
CAGE Code:		FSC:		FSC Name:	
Name:					
Address:					
Phone:					
Delivery Classification:					
Reason for Delivery Classification:					
Quality Classification:					
Reason(s) for Quality Classification:					
PgUp/PgDn to Review FSCs		F10 Print		Esc to Exit	

FIGURE 5-10. CLASSIFICATIONS INPUT

Use the PgUp, PgDn or Up and Down Arrow keys to view each FSC classified for the contractor. Esc returns you to the listing of contractors.

5.6.7. QUERIES OR REPORTS. If option 5 is selected from the Main Menu, the Queries or Reports menu (Figure 5-11) will display.

Time: HH:MM	Red/Yellow/Green System
Date: MM/DD/YY	
Data Date: MM/DD/YY	Queries or Reports
Rev x.x	

1. Standard Reports
2. Custom Queries
3. Custom Reports
4. View Saved Reports
5. Print Saved Report
6. Delete Saved Reports

9. Return to Main Menu

Select a Menu Choice	F1 for Help
----------------------	-------------

FIGURE 5-11. QUERIES OR REPORTS MENU

5.6.7.1. STANDARD REPORTS. If option 1 is selected from the Queries or Reports Menu, the Standard Reports menu (Figure5-12) will display.

Time: HH:MM	Red/Yellow/Green System
Date: MM/DD/YY	
Data Date: MM/DD/YY	Standard Reports
Rev x.x	

1. RYG Classifications by Name
2. Classifications by CAGE
3. RYG FSC Classifications by Color
4. Debarred or Suspended Contractors

9. Return to the Query or Report Menu

Select a Report	F1 for Help
-----------------	-------------

FIGURE 5-12. STANDARD REPORTS MENU

Selecting option 1 through 4 will prompt:

"Send Report to F(File) or P(Printer)?"

Once you have entered an "F" or "P" you will be asked:

"Enter Name of File to hold report: " .PRN"

Option 1 requires you to "Enter Contractor or ALL".

Option 2 requires you to "Enter specific CAGE or ALL".

Option 3 requires you to "Enter specific FSC or ALL".

5.6.7.2. CUSTOM QUERIES.

Selecting option 2 from the Queries or Reports menu, prompts you to "Select database to use. 1 = Classifications 2 = Reports". After you have selected the database, the On-line Query Building screen (Figure 5-13) display.

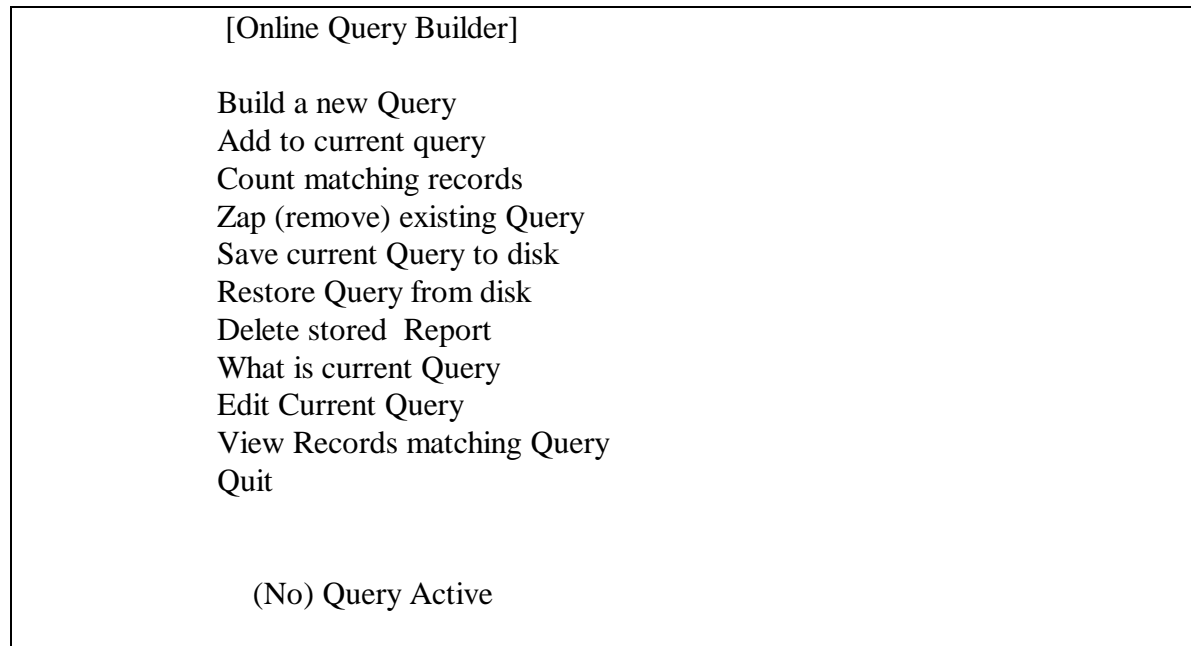


FIGURE 5-13. ONLINE QUERY BUILDING SCREEN

Use the up and down arrows, or type the first letter of the first word on the line that you wish to select from the query builder menu.

5.6.7.3. CUSTOM REPORTS. Selecting option 3 from the Queries or Reports menu, prompts you to "Select database to use. 1 = Classifications 2 = Reports". After you have selected the database, the Super Report Writer 1.0 (Figure 5-14) will display.

Load REPORT Create REPORT Save REPORT Edit Report Delete Report Head/Footer Filtering Group Order Other Option Print Report Rep Status Quit	REPORT :(name) USING (name).DBF
--	--

FIGURE 5-14. SUPER REPORT WRITER 1.0

To create a new report, first select "CREATE REPORT" and name the report. Next select "EDIT REPORT" to build the report layout. Use "INSERT" to add new fields to the report. Press the Esc key when finished with the report layout and then select "SAVE REPORT" to save the report.

5.6.7.4. VIEW, PRINT, OR DELETE SAVED REPORTS. Options 4 through 6 of the Queries or Reports menu, display a list of report files and the Review file on the screen and require you to select the print file you wish to view (option 4), print (option 5), or delete (option 6). All Standard Reports are formatted as follows:

DESTROY THIS REPORT ON MM/DD/YY				
Naval Material Quality Assessment Office Red/Yellow/Green Program (Report Title)				
Data Date: MM/DD/YYYY		Printed: MM/DD/YYYY		
COMPANY NAME	CAGE	FSC	QUALITY	DELIVERY

Data in the Review file (REVIEW.PRN) is in the following order:

Contractor's CAGE Code, Company's Name, FSC, Colors, and a Nuclear Indicator (Y or N) indicating whether nuclear data was used in the classification.

5.6.8. RYG AWARD REPORTS. If option 5 is selected from the Main Menu, the RYG Award Reports menu (Figure 5-15) will display.

Time: HH:MM	Red/Yellow/Green System
Date: MM/DD/YY	
Data Date: MM/DD/YY	RYG Award Reports
Rev x.x	
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <ol style="list-style-type: none"> 1. Add a New Report 2. Edit an Existing Report 3. Copy Reports to Floppy 4. Copy Reports from Floppy 5. Delete Reports 9. Return to Main Menu </div>	
Select a Menu Choice	F1 for Help

FIGURE 5-15. RYG AWARD REPORTS MENU

5.6.8.1. ADD A NEW REPORT. Selecting option 1, displays the RYG Award Report (Figure5-16).

Time: HH:MM	Red/Yellow/Green System
Date: MM/DD/YY	
Data Date: MM/DD/YY	RYG Award Reports
Rev x.x	
Solicitation No:	Buyers Code:
Contract/PO Number:	Award Date: MM/DD/YY
Procedures Waived?	Evaluation Method Used ?
Contractor's CAGE:	FSC(s):
	QA Color(s):
	Del Color(s):
QA Cost:	Total Offer:
** IF AN OTHERWISE APPARENT SUCCESSFUL OFFEROR WAS DISPLACED ***	
Displaced CAGE:	QA--Color(s):
	Del Color(s):
QA Cost:	Total Offer:
Enter Data Here	PgDn to Save Esc to Exit F1 for Help

FIGURE 5-16. RYG AWARD REPORT

Mandatory fields are:

Solicitation, Contract/PO, Award Date, Contractor's, CAGE, and FSC.

Procedures are Waived prior to solicitation. If RYG clauses are in the solicitation the RYG Procedure is NOT Waived regardless of the outcome of the evaluation. A RYG waiver occurs when your activity would normally use RYG for a solicitation but decided and documented why you would not use RYG this particular solicitation.

The Evaluation method used is either Simplified Acquisition Threshold (SAT) or Above Simplified Acquisition Threshold (ASAT). This relates to whether you are using TEAs or not. TEAs are used for SAT awards primarily.

Type the required input and press:

PgDn - to Save the report on REPORTS database. At this point, you may select to PRINT the report.

Esc - to exit to Main Menu without saving report.

5.6.8.2. EDIT AN EXISTING REPORT. Option 2 displays a list of existing records. Select the one you wish to edit, or press Esc to EXIT. Once selected the RYG Award Report (Figure 5-16) displays.

5.6.8.3. COPY REPORTS TO FLOPPY. If option 3 (Copy Reports to Floppy) is selected from the RYG Award Reports menu, you are advised to:

Please insert the formatted diskette to hold reports in drive A:
Press a key...

Insert a diskette and press a key. Reports are copied to the floppy diskette. You are notified of the number of records copied and then asked "Delete reports copied to floppy?". Select YES or NO as desired. Once copying is completed, you are returned to the RYG Award Reports menu.

5.6.8.4. COPY REPORTS FROM FLOPPY. Option 4 (Copy Reports from Floppy) from the RYG Award Reports menu advises:

Please insert the disk containing the reports in the A: drive
Press a key...

Insert the diskette containing the reports data and press a key. The program copies reports from the floppy diskette. Once copying is completed, you are returned to the RYG Award Reports menu.

5.6.8.5. DELETE REPORTS. If option 5. is chosen, a prompt will display stating that a record that has already been sent to NAVSEALOGCEN DET PTSMH cannot be removed until a copy is sent to NAVSEALOGCEN DET PTSMH indicating that the record should be deleted. The message also

informs you of the loss of reporting capability if you delete records. If you wish to abandon the delete option you may press Esc. If you choose to continue, a scrollable list of the existing RYG award reports will display. Choose the one you wish to delete by highlighting and press the Enter key. If this record has already been sent to NAVSEALOGCEN DET PTSMH a message will display stating that the record will be physically deleted after the next data transfer. If the record has not already been transferred to NAVSEALOGCEN DET PTSMH, a final prompt to see if you are sure you want to delete this record will display. Enter a Y if you wish to continue to delete the record or N if you choose not to delete the record. The RYG Award Reports Menu will then display.

5.6.9. TELECOMMUNICATIONS. If option 6 is selected from the Main Menu, the Telecommunications screen (Figure 5-17) will display.

Time: HH:MM	Red/Yellow/Green System
Date: MM/DD/YY	
Data Date: MM/DD/YY	Telecommunications
Rev x.x	

1. Receive Monthly RYG Classifications
2. Receive Classification Corrections
3. Copy Update File to Floppy Disk
4. Copy Update File from Floppy Disk
5. Receive RYG System Updates
6. Receive Full Database Replacement
7. Receive Review File

9. Return to the Main Menu

Select a Menu Choice	F1 for Help
----------------------	-------------

FIGURE 5-17. TELECOMMUNICATIONS MENU

5.6.9.1. RECEIVE MONTHLY RYG CLASSIFICATIONS. Use option 1 when RYG system states that the RYG classifications are outdated. When option 1 is selected from the Telecommunications menu, the screen will display messages stating the actions that are being completed (e.g., Initializing the Communication Port, Initializing the Modem, etc.). If any problems are encountered you are notified. If telecommunications is successful you are returned to the Telecommunications menu.

5.6.9.2. RECEIVE CLASSIFICATION CORRECTIONS. Use option "2" only when directed to do so by NAVSEALOGCEN DET PTSMH. NAVSEALOGCEN DET PTSMH will FAX the notification regarding any mid-month corrections and the extent of the changes. This option is used when a correction to a contractor's classification occurs due to erroneous data. When option 2 is selected from the Telecommunications menu, the screen will display messages stating the actions that

are being completed (e.g., Initializing the Communication Port, Initializing the Modem, etc.). If any problems are encountered, you are notified. If telecommunications is successful, you are returned to the Telecommunications menu.

5.6.9.3. COPY UPDATE FILE TO FLOPPY DISK. Use option 3 to move the RYG database changes to other RYG computers that do not use telecommunications. When option 3 is selected from the Telecommunications menu, you are advised:

Put a blank formatted floppy disk in the A: or B: drive
Press Esc to Abandon Operation!
Press a key...

Insert a diskette and press a key. The program places the Update File onto the floppy diskette. Once copying is completed, you are returned to the Telecommunications menu.

5.6.9.4. COPY UPDATE FILE FROM FLOPPY DISK. Use option 4 to load the RYG classification changes on a RYG computer that does not use telecommunications. When option 4 is selected the computer will search for the file 'RYGTRANS.CPR'. If the file is found, a prompt to use it or not will display. If you do not wish to use this file a search for the file on the floppy drive will occur and you are advised:

Put the floppy disk with the RYGTRANS.CPR file in the A or B: drive or
Press Esc to Abandon Operation!
Press a key...

Insert the disk containing the file 'RYGTRANS.CPR' and press any key. The program copies the data from the diskette to the hard drive and updates the databases. Once updating is completed, you are returned to the Telecommunications menu.

5.6.9.5. RECEIVE RYG SYSTEM UPDATES. Use option 5 only when directed to do so by NAVSEALOGCEN DET PTSMH. This option will download a new RYG System file-containing changes made to the system program(s). When option 5 is selected from the Telecommunications menu, the screen will display messages stating the actions that are being completed (e.g., Initializing the Communication Port, Initializing the Modem, etc.). If any problems are encountered, you are notified. If telecommunications is successful, you are returned to the Telecommunications menu.

5.6.9.6. RECEIVE FULL DATABASE REPLACEMENT. Use option 6 only when directed to do so by NAVSEALOGCEN DET PTSMH. This option will download the entire RYG database to your computer and overwrite the existing data. This will take a long time (up to an hour) so be sure you need to do this. When option 6 is selected from the Telecommunications menu, the screen will display messages stating the actions that are being completed (e.g., Initializing the Communication Port, Initializing the Modem, etc.). If any problems are encountered, you are notified. If telecommunications is successful, the databases will be updated and you are returned to the Telecommunications menu.

5.6.9.7. **RECEIVE REVIEW FILE.** Use option 7 to receive a copy of the review file that has newly classified Red and Yellow classifications as well as any changed Red or Yellow classifications. This file will be on the Bulletin Board for the first seven days of each month. When option 7 is selected from the Telecommunications menu, the screen will display messages stating the actions that are being completed (e.g., Initializing the Communication Port, Initializing the Modem, etc.). You are notified of any encountered problems. If telecommunications is successful, you are returned to the Telecommunications menu. Reference the Query or Reports option from the Main Menu for information on how to view, print, or delete the file. The file is called "REVIEW.PRN".

5.6.9. **UTILITIES.** If option 8 is selected from the RYG Main Menu, the Utilities Menu (Figure 5-18) will display.

Time: HH:MM	Red/Yellow/Green System	Date: MM/DD/YY
Data Date: MM/DD/YY	Utilities Menu	Rev x.x
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 60%;"> <ol style="list-style-type: none"> 1. Modify System Default Values 2. Set Up TEAs 3. Re-Index Data Files 4. Reset Update Indicator 9. Exit </div>		
Select a Menu Choice	F1 for Help	

FIGURE 5-18. UTILITIES MENU

5.6.10.1. **MODIFY SYSTEM DEFAULT VALUES.** Select option 1 from the Utilities Menu and the System Default Values screen (Figure 5-19) will display.

Time: HH:MM	Red/Yellow/Green System	
Date: MM/DD/YY		
Data Date: MM/DD/YY	System Default Values	
Rev x.x		
SYSCOM Code: Activity DODAAC: Contract DODAAC:		
Logon Id:	NSLC DET PTSMH Ph #: 916034319469	
Password: ***		
Modem is connected to Comm Port:		Modem Speed (BPS):
Modem Init String:		
Is Program to be Loaded as a TSR:		
Default Floppy Drive:	Printer Port:	Display Color:
Path to Local Defaults and Custom TEAs:		
F1 for Help	PgDn to Save	Esc to Abandon

FIGURE 5-19. SYSTEM DEFAULT VALUES

Type your SYSCOM code (hit F1 if you need to see the table), Activity DODAAC, Contract DODAAC, phone number to call NAVSEALOGCEN DET PTSMH (include any numbers needed to access an outside line; only numbers are allowed), Comm Port, Modem Speed, and Modem Initialization String. NAVSEALOGCEN DET PTSMH will provide your Logon Id and PASSWORD once you have submitted a NAVSEALOGCEN DET PTSMH Bulletin Board Access Request form (page 28). If you wish to load RYG as a Terminate and Stay Resident program, where you can Hot Key to it from any other application, Enter a Y in the block provided. You will need to restart RYG after choosing the TSR option. Next, enter A or B to indicate which floppy drive you want RYG to access by default. It is best to choose the floppy drive with the most storage capacity here. If you do not have a color computer, put a N in the Display Color field. Enter the path to the RYG defaults database and the Custom TEAs if used. Path example C:\ryg40\ remember to enter the last backslash.

- 5.6.10.2. SET UP TEAs. If option 2 is selected from the Utilities Menu, you will see a prompt asking for your password. Once the password is correctly entered a prompt asking if you wish to use Standard TEA's will display. If you are not going to calculate your own costs and use the Navy standard costs, choose Yes here and you will return to the Utilities Menu. If you will calculate your own costs choose No here and the Custom TEA Costs screen (Figure 5-20) will display.

Time: HH:MM	Red/Yellow/Green System		
Date: MM/DD/YY			
Data Date: MM/DD/YY	Custom TEA Costs		
Rev x.x			
DCMC GSI: X \$500 QALI: X \$275 PRE-AWARD: X \$ 500 DCMC POST-AWARD: X \$ 550 PROD-ORIENT: X \$400 SOURCE INSP: X \$ 500			
	ACTIVITY QALI:	X	\$
	ACTIVITY PRE-AWARD SURVEY:	X	\$
	ACTIVITY POST-AWARD CONFERENCE:	X	\$
	ACTIVITY PRODUCT-ORIENTED SURVEY:	X	\$
\$	ACTIVITY SOURCE INSPECTION:	X	\$ X
\$	ACTIVITY RECEIPT INSPECTION:	X	\$ X
DELIVERY COSTS FOR RED:		DELIVERY COSTS FOR YELLOW:	
	PASSWORD:	XXXXXX	
F1 for Help	Pg Dn to Save	Esc to Exit	

FIGURE 5-20. CUSTOM TEA COSTS

Determine whether the quality action should be considered for Y(Yellow), R(Red), or B(Both Red and Yellow) contractors on small purchases. Hit the Enter key to bypass selecting any item. The DCMC costs will display whether you choose them or not. Only those QA actions selected for Red, Yellow or Both will be added up. For QA actions where your activity will participate, enter the dollar value to do the task after you have designated to which contractors (Red or Yellow or Both) the cost applies. The inspection blocks allow you to enter a cost for Red and a cost for Yellow or you may choose Both and use only one block. Enter the cost of doing business with a red and yellow classified contractor for delivery. Use NAVSUP RYG Procedures as a guideline for developing these costs.

Once you have completed your entries, you may press:

Pg Dn to Save to values
or Esc to Exit without saving the values

5.6.10.3. RE-INDEX DATA FILES. If option 3 is selected from the Utilities Menu, the System will inform you that there can be no one else using the RYG system to perform this task. Press a key to continue or Esc to abandon. As the databases are re-indexed the screen will display the name of each database, as it is re-indexed. Once re-indexing is completed, you are returned to the Utilities Menu.

5.6.10.4. RESET UPDATE INDICATOR. If option 4 is chosen, the Update Indicator will be set to N indicating that No update is occurring. This should only be chosen if something in the normal RYG classification updates process fails, and the update does not terminate normally.

5.6.11. QUIT. When you have completed all RYG transactions, select option "9" from the RYG Main Menu to QUIT RYG and return to your root directory.